



# Teleprocessing Users Guide- Prior Authorization

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## ***Revision History***

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## Section 1: PA Menu Window

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### Introduction

The PA Menu is the initial window viewed in the prior authorization application. This window allows access to the Prior Authorization screen, a member's PA History, or the Table Maintenance screen.

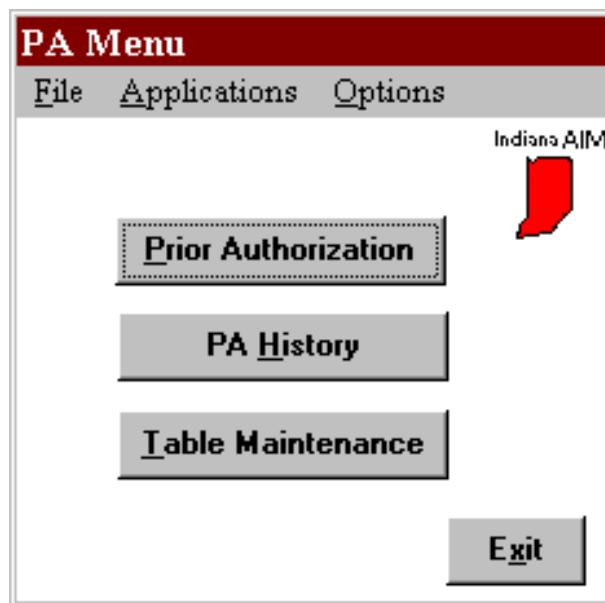


Figure 1.1 – PA Menu Window

File	Applications	Options
Exit	Adhoc Reporting	Prior Authorization
Exit IndianaAIM	Claims	PA History
	Financial	Table Maintenance
	MARS	
	Prior Authorization	
	Provider	
	Recipient	
	Reference	
	Security	
	Third Party Liability	

Figure 1.2 – PA Menu Window Tree

Figure 1.2 is an illustration of the menu tree for the PA Menu window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on the PA Menu Window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears.  
Click the desired command, or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command provides the following options:

*Exit* – Returns to the previous window

*Exit IndianaAIM* – Exits IndianaAIM

### **Menu Selection: Application**

This menu option allows the user to access to areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting Menu.

*Claims* – Allows the user to access the Claims Menu.

*Financial* – Allows the user to access the Financial Menu.

*Managed Care* – Allows the user to access the Managed Care Menu.

*MARS* – Allows the user to access the MARS Menu.

*Prior Authorization* – Allows the user to access the Prior Authorization Menu.

*Provider* – Allows the user to access the Provider Menu

*Recipient* – Allows the user to access the Recipient Search window

*Reference* – Allows the user to access the Reference Menu.

*Security* – Allows the user to access the Security Menu.

*SURS* – Allows the user to access the SURS Menu.

*Third Party Liability* – Allows the user to access the Third Party Liability Menu

### **Menu Selection: Options**

*Prior Authorization* – Allows the user to access the Prior Authorization window.

*PA History* – Allows the user to access to the PA History window.

*Table Maintenance* – Allows the user access to the PA Table Maintenance Menu

### **System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_MAIN

*Menu* – M\_PA\_MAIN

*Data Windows – None*

## **System Features**

Click **Prior Authorization** to view, add, or update a prior authorization request.

Click **PA History** to inquire about a member's authorization record.

Click **Table Maintenance** to perform table maintenance.



## Section 2: Prior Authorization Window

### Introduction

The Prior Authorization window is used to view, add, or update a prior authorization request, and to access all other prior authorization windows. Only authorized users are able to add new information or change existing data.

The screenshot shows the 'Prior Authorization' window with a menu bar (File, Edit, Applications, Options) and several input fields. The fields are organized into sections: Provider information (Provider ID, Service Provider ID, Rid No., Birth Date, Last Name), PA Number, PMPAssign Hist, PMP, PGM, SUBPGM, PA Assignment, Media Type, Diagnosis, PA Mailed, PA Received, PA Keyed, PA Analyst, and Print Option. There are also buttons for 'Non Medicaid Prov', 'Line Item', 'Psychiatric', 'Admin Review', 'Appeals', 'IAC/Text List', 'Internal Text', 'Sys Update', and 'New IAC/Text'. At the bottom, there is an 'Inquire PA Number' section with an 'Inquire' button, and 'New', 'Save', and 'Exit' buttons.

Prior Authorization	
File	Edit Applications Options
Provider ID:	Service Provider ID:
Rid No.:	Birth Date: 0000/00/00
Last Name:	
PA Number:	
PMPAssign Hist:	PMP: PGM: SUBPGM:
PA Assignment:	Media Type:
Diagnosis:	PA Mailed: 0000/00/00
PA Received: 0000/00/00	
PA Keyed: 0000/00/00	
PA Analyst:	Print Option: Batch Print
Non Medicaid Prov	<input type="checkbox"/> Admin Review <input type="checkbox"/> Internal Text
Line Item	<input type="checkbox"/> Appeals <input type="checkbox"/> Sys Update
Psychiatric	<input type="checkbox"/> IAC/Text List <input type="checkbox"/> New IAC/Text
Inquire PA Number	
Inquire	New Save Exit

Figure 2.1 – Prior Authorization Window

<b>File</b>	<b>Edit</b>	<b>Applications</b>	<b>Options</b>
New	Copy	Adhoc Reporting	Inquire
Save	Paste	Claims	Administrative Review
Print	Cut	Financial	Appeal
Exit		MARS	Psychiatric
Audit		Prior Authorization	Non-Medicaid Provider
Exit IndianaAIM		Provider	Line Item
		Recipient	Internal Text
		Reference	IAC/Text List
		Security	New IAC/Text
		SURS	Recipient Level of Care
		Third Party Liability	PMP Assignment History

Figure 2.2 – Prior Authorization Window Menu Tree

Figure 2.2 is an illustration of the menu tree for the Prior Authorization window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on the Prior Authorization window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box displays.  
Click the desired command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command provides the following options:

*New* – Opens the Prior Authorization window.

*Save* – Saves typed information.

*Print* – Prints the screen, top window, or data window.

*Exit* – Returns to the PA Menu

*Audit* – Allows access to the on-line audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM

### **Menu Selection: Edit**

This menu command allows modification to data typed.

*Copy* – Copies text to be transferred to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes text and places it on the clipboard.

### **Menu Selection: Application**

This menu option allows access to all the functional areas available in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting Menu.

*Claims* – Allows the user to access the Claims Menu.

*Financial* – Allows the user to access the Financial Menu.

*Managed Care* – Allows the user to access the Managed Care Menu.

*MARS* – Allows the user to access the MARS Menu.

*Prior Authorization* – Allows the user to access the Prior Authorization Menu.

*Provider* – Allows the user to access the Provider Menu

*Recipient* – Allows the user to access the Recipient Search window

*Reference* – Allows the user to access the Reference Menu.

*Security* – Allows the user to access the Security Menu.

*SURS* – Allows the user to access the SURS Menu.

*Third Party Liability* – Allows the user to access the Third Party Liability Menu

### **Menu Selection: Options**

*Inquire* – Allows the user to inquire about the next prior authorization number.

*Administrative Review* – Allows the user to access to the PA Administrative Review Window.

*Appeal* – Allows the user to access to the Appeals Window.

*Psychiatric* – Allows the user to access to the PA Psychiatric (1261A) Window.

*Non Medicaid Provider* – Allows the user to access to the PA Non Medicaid Provider Selection Window.

*Line Item* – Allows the user to access to the PA Line Item Selection Window.

*Internal Text* – Allows the user to access to the PA Internal Free Form Text Window.

*IAC/Text List* – Allows the user to access to the Current IAC/External Text Window.

*New IAC/Text* – Allows the user to access to the IAC/External Text Maintenance Window.

*Recipient Level of Care* – Allows the user to access to the Recipient Level of Care Window.

*PMP Assignment History* – Allows the user to access to the PMP Assignment History Window.

## **Field Information**

### **Field Name: Provider ID**

*Description* – Requesting provider identification number

*Format* – Nine alphanumeric characters

*Features* – None

*Edit – 60043 – Invalid Provider Medicaid ID!*

*To Correct – Verify and re-type*

*Edit – 60046 – Provider ID must be nine characters!*

*To Correct – Verify and re-type*

**Field Name: Service Provider ID**

*Description – IHCP ID of Provider of service*

*Format – Nine alphanumeric characters*

*Features – None*

*Edit – 60043 – Invalid Provider Medicaid ID!*

*To Correct – Verify and re-type*

*Edits – 60046 – Provider ID must be nine characters!*

*To Correct – Verify and re-type*

**Field Name: RID No.**

*Description – Member ID number*

*Format – 12 numeric characters*

*Features – None.*

*Edits – 91006 –Recipient ID Field is required!*

*To Correct – Type Member ID number*

*Edit – 91037 – field is required*

*To Correct – Type Member ID number.*

*Edit – 4002 – Medicaid ID must be numeric!*

*To Correct – Verify and retype.*

*Edit – 4003 – must be 12 numerics!*

*To Correct – Verify and re-type.*

*Edit – 4001 – Medicaid ID not found!*

*To Correct* – Verify and re-type. Cross reference with member database.

**Field Name: Birth Date**

*Description* – Birth date of member

*Format* – Eight numeric characters (CCYYMMDD)

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Last Name**

*Description* – Last name of member

*Format* – 15 alphabetic characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Recipient First Name**

*Description* – First name of member

*Format* – 13 alphabetic characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Recipient Middle Initial**

*Description* – Middle initial of member

*Format* – One alphabetic character

*Features* – Protected. Display only

*Edits* – None

*To Correct – N/A*

**Field Name: PA Number.**

*Description –* Prior authorization number

*Format –* Ten numeric characters

YJJJMSSSSS

- Y – Last digit of the year
- JJJ – Julian date
- M – Media type
- SSSSS – Sequence Number

*Features –* None

*Edits – 60019 –* Prior Authorization number must be ten characters!

*To Correct –* Verify typing. The PA number must be 10 numeric characters.

*Edit – 60076 –* PA Number Not Numeric!

*To Correct –* Verify and retype

*Edits – 60020 –* Prior Authorization number not found!

*To Correct –* Verify and retype

*Edits – 60021 –* Prior Authorization number already exists!

*To Correct –* Verify and re-type

*Edits – 60029 –* Must display valid PA!

*To Correct –* Verify and retype

*Edits – 91006 –* PA Number Field is required!

*To Correct –* Type PA number

*Edit – 60072 –* Invalid Julian Date

*To Correct –* Verify and retype

*Edit – 60073 –* Invalid Julian Date, Current Year not Leap Year!

*To Correct –* Verify and retype

*Edit – 60074 – Invalid Julian Date, Greater Than Current Date!*

*To Correct – Verify and retype*

*Edit – 60091 – Invalid PA # Year, must = Current or (Current-1)!*

*To Correct – Verify and retype*

*Edit – 60123 – PA Number (Julian) is > 10 days old! Continue?*

*To Correct – Verify and retype*

*Edit – 60075 – Invalid Media Type (5<sup>th</sup> digit of PA #)*

*To Correct – Verify and retype*

*Edit – 60118 – You're not authorized to create/modify CSHCS PAs!*

*To Correct – Verify and retype*

*Edit – 60119 – You're not authorized to create/modify CSHCS PAs!*

*To Correct – Verify and retype*

**Field Name: PMP Assign History**

*Description – Indicates any PMP assignments*

*Format – Yes or No*

*Features – Protected*

*Edits – None*

*To Correct – N/A*

**Field Name: PMP**

*Description – Indicates if member has a PMP*

*Format – Yes or No*

*Features – Protected*

*Edits – None*

*To Correct – N/A*



**Field Name: PGM**

*Description* – Identifies program of member enrolled

*Format* – Characters

*Features* – Protected

*Edits* – None

*To Correct* – N/A

**Field Name: SubPGM**

*Description* – Subprogram of the member enrolled

*Format* – Characters

*Features* – Protected.

*Edits* – None

*To Correct* – N/A

**Field Name: PA Assignment**

*Description* – Description of the PA assignment code

*Format* – Ten alphabetic characters

*Features* – Drop-down box

Valid values include

- Home Health
- Hospital
- Outpatient
- Physician
- Rehab (Rehabilitation)
- Transplant
- Trans (Transportation)
- Audiology
- Speech
- Mental HS (Mental Health Services)

- DME (Durable Medical Equipment)
- OT (Occupational Therapy)
- PT (Physical Therapy)
- RT (Respiratory Therapy)
- Dental
- OD (Optometry Services)
- Podiatry
- Chiro (Chiropractic Services)
- Phar (Pharmaceutical Services)

*Edits – 91006* – Assignment Code field is required

*To Correct* – Enter a valid value.

**Field Name: Media Type**

*Description* – Description of the medium by which a PA request is received

*Format* – Nine alphanumeric characters

*Features* – Constitutes the fifth digit of the PA number. Values could include:

- Paper
- Telephone
- Fax
- CSHCS
- PAs
- Prob PA
- Pas
- MCO Inquiry

*Edits – 91006* – Assignment Code field is required!

*To Correct* – Enter a valid value.

**Field Name: Diagnosis**

*Description* – Code to indicate member diagnosis

*Format* – Five alphanumeric characters

*Features* – None (Not required)

*Edits* – 60044 – Invalid Diagnosis Code

*To Correct* – Verify and retype

**Field Name: PA Mailed**

*Description* – Mail date of PA

*Format* – Eight numeric characters (CCYYMMDD)

*Features* – Protected

*Edits* – None

*To Correct* – N/A

**Field Name: PA Received**

*Description* – Date PA request is received in mailroom.

*Format* – Eight numeric characters (CCYYMMDD)

*Features* – Protected. Based on Julian date typed in PA Number field

*Edits* – 5048 – Date cannot be a future date

*To Correct* – Type the date

*Edit* – 60083 – Update Received Date must Be Present!

*To Correct* – Entered update received date

*Edit* – 60088 – Rvwd < Rcvd, Assumed Rvwd for Diff Sys Update?

*To Correct* – Verify. This warning may be overridden.

*Edit* – 60096 – Invalid Date, Cannot be > Current Date

*To Correct* – Verify and retype

*Edit* – 60100 – Invalid Date, Cannot be < Current Date

*To Correct* – Verify and retype

*Edit* – 60089 – Update Rvwd 15 days or more Older than Rcvd, OK?

*To Correct* – Verify entry. This warning may be overridden.

**Field Name: PA Keyed**

*Description* – Date PA decision is typed in system.

*Format* – Eight numeric characters (CCYYMMDD)

*Features* – Protected. Display only.

*Edits* – None

*To Correct* – N/A

**Field Name: PA Analyst**

*Description* – Identifies the person who typed the PA record.

*Format* – Alphanumeric characters

*Features* – Protected

*Edits* – None

*To Correct* – N/A

**Field Name: Print Option**

*Description* – Print option of the prior authorization

*Format* – Alphabetic characters

*Features* – Drop-down box

Valid values include

- Batch Print
- Online Print
- No Print
- All IAC/Ext Text

*Edits* – None

*To Correct* – N/A

**Field Name: Inquire PA Number**

*Description* – Next PA Number for inquiry

*Format* – Ten numeric characters

*Features* – None

*Edits* – 91046 – New key is required!

*To Correct* – Type 10 character PA number.

*Edits* – 60019 – Prior Authorization number must be ten characters!

*To Correct* – Type a 10 character numeric PA number.

*Edits* – 60020 – Prior Authorization not found!

*To Correct* – Type a ten character PA number.

**Field Name: Admin Review**

*Description* – Accesses the PA Administrative Review window

*Format* – Check-box

*Features* – Pop-up window

*Edits* – 60029 – Must display Valid PA!

*To Correct* – Verify and retype

**Field Name: Internal Text**

*Description* – Accesses Internal Text Maintenance window

*Format* – Check-box

*Features* – Pop-up window

*Edits* – 60029 – Must display Valid PA!

*To Correct* – Verify and retype

**Field Name: Appeals**

*Description* – Accesses the PA Appeals window

*Format* – Check-Box

*Features* – Pop-up window

*Edits* – 60029 – Must display Valid PA!

*To Correct* – Verify and retype

**Field Name: Sys Update**

*Description* – Accesses Update Received and Update Reviewed fields

*Format* – Check-box

*Features* – Opens two fields

*Edits* – 60029 – Must display Valid PA!

*To Correct* – Verify and retype

**Field Name: IAC/Text List**

*Description* – Accesses the Current IACs/External Text window

*Format* – Check -box

*Features* – Pop-up window

*Edits* – 60029 – Must display Valid PA!

*To Correct* – Verify and retype

**Field Name: New IAC/Text**

*Description* – Accesses the IAC/External Text Maintenance window

*Format* – Check-box

*Features* – Pop-up window

*Edits* – 60029 – Must display Valid PA!

*To Correct* – Verify and retype

**System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_PRIOR\_AUTH

*Menu* – M\_PA\_PRIOR\_AUTH

*Data Windows* – DW\_PA\_RECIP\_HEADER

DW\_PA\_PRIOR\_AUTH

## **System Features**

Click **New** to open new screen for entry.

Click **Save** to save all typed information.

Click **Exit** to exit the Prior Authorization window.

Click **Non Medicaid Prov** to access the PA Non Medicaid Provider Selection window.

Click **Line Item** to access the PA Line Item Selection window.

Click **Psychiatric** to access the PA Psychiatric (1261A) window.

## Section 3: PA Non Medicaid Provider Selection Window

### Introduction

This is an additional window that displays a name and address for a non-Medicaid provider.

PA Non Medicaid Provider Selection		
File Applications		
PA Number	1218101198	
Address Type	License Number	Provider Name
<div> New Select Exit </div>		

Figure 3.1 – PA Non Medicaid Provider Selection Window

File	Applications
New	Adhoc Reporting
Select	Claims
Print	Financial
Exit	MARS
Audit	Prior Authorization
Exit IndianaAIM	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 3.2 – PA Non Medicaid Provider Selection Window Menu Tree



Figure 3.2 is an illustration of the menu tree for the PA Non-Medicaid Provider Selection window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on the PA Non-Medicaid Provider Selection window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command provides the following options:

*New* – Opens the PA Non-Medicaid Provider window.

*Save* – Saves typed information.

*Print* – Prints the screen, top window, or data window.

*Exit* – Returns to the PA menu.

*Audit* – Allows access to the on-line audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM

### Menu Selection: Application

This menu option allows access to all the functional areas available in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting Menu.

*Claims* – Allows the user to access the Claims Menu.

*Financial* – Allows the user to access the Financial Menu.

*Managed Care* – Allows the user to access the Managed Care Menu.

*MARS* – Allows the user to access the MARS Menu.

*Prior Authorization* – Allows the user to access the Prior Authorization Menu.

*Provider* – Allows the user to access the Provider Menu.

*Recipient* – Allows the user to access the Recipient Search window.

*Reference* – Allows the user to access the Reference Menu.

*Security* – Allows the user to access the Security Menu.

*SURS* – Allows the user to access the SURS Menu.

*Third Party Liability* – Allows the user to access the Third Party Liability Menu.

## Field Information

### **Field Name: PA Number**

*Description* – PA number for each PA request

*Format* – 10 numeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – NA

### **Field Name: Address Type**

*Description* – Provider address type

*Format* – One alphabetic character

Valid values include:

- S – Servicing Provider
- R – Requesting Provider

*Features* – Protected. Display only

*Edits –None*

*To Correct – NA*

**Field Name: License Number**

*Description – Provider license number*

*Format – 10 numeric characters*

*Features – None*

*Edit – None*

*To Correct – NA*

**Field Name: Provider Name**

*Description – Provider name*

*Format – 39 alphabetic characters*

*Features – Protected. Display only*

*Edits – None*

*To Correct – NA*

**System Information**

*PBL – PAUTH01.PBL*

*Window – W\_PA\_NONMED\_PROV\_SELECT*

*Menu – M\_BASE\_LIST\_RETRIEVE*

*Data Windows – DW\_PA\_NONMED\_PROV\_SELECT*

**System Features**

The Non Medicaid Provider Selection window is accessed through the Prior Authorization window.

Click **NEW** to access the PA Non-Medicaid Provider window.

Click **SELECT** to populate the PA Non Medicaid Provider window with information about the chosen provider.

Click **EXIT** to return to the Prior Authorization window.

## Section 4: PA Non Medicaid Provider Window

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### Introduction

This window provides the ability to type the name and address for a non-Medicaid provider. This allows EDS to return prior authorizations to requesting providers that are not Medicaid eligible.

The screenshot shows a window titled "PA Non Medicaid Provider" with a menu bar containing "File", "Edit", and "Applications". The "PA Number" field is highlighted in blue and contains the value "1218101198". Below this is a section with several input fields: "Address Type:" with a dropdown menu, "License Number:" with a text box, "Provider Name:" with a long text box, "Address Line 1:" with a text box, "Address Line 2:" with a text box, "City:" with a text box, "State:" with a small text box, "Zip Code:" with two small text boxes separated by a hyphen, "Phone Number:" with a text box containing two dashes, and "Ext:" with a small text box. At the bottom of the window are three buttons: "Save", "Delete", and "Exit".

Figure 4.1 – PA Non Medicaid Provider Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 4.2 – PA Non Medicaid Provider Window Menu Tree

Figure 4.2 is an illustration of the menu tree for the PA Non-Medicaid Provider window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on the PA Non-Medicaid Provider window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box displays. Use the mouse and click the command, or press **Alt** plus the underscored letter of the desired command.

**Menu Selection: File**

This command provides the following options:

*Save* – Saves typed information.

*Delete* – Deletes the PA Non-Medicaid Provider.

*Print* – Prints the screen, top window, or data window.

*Exit* – Returns to the PA menu.

*Audit* – Allows access to the online audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM

**Menu Selection: Edit**

This menu command allows modification to data typed.

*Copy* – Copies text to be transferred to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes text and places it on the clipboard.

**Menu Selection: Application**

This menu option allows access to all the functional areas available in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting Menu.

*Claims* – Allows the user to access the Claims Menu.

*Financial* – Allows the user to access the Financial Menu.

*Managed Care* – Allows the user to access the Managed Care Menu.

*MARS* – Allows the user to access the MARS Menu.

*Prior Authorization* – Allows the user to access the Prior Authorization Menu.

*Provider* – Allows the user to access the Provider Menu.

*Recipient* – Allows the user to access the Recipient Search window.

*Reference* – Allows the user to access the Reference Menu.

*Security* – Allows the user to access the Security Menu.

*SURS* – Allows the user to access the SURS Menu.

*Third Party Liability* – Allows the user to access the Third Party Liability Menu.

## Field Information

### **Field Name: PA Number**

*Description* – PA number for PA request

*Format* – 10 numeric characters

*Features* – Protected. Display only

*Edits* – 60118 – You're not authorized to create/modify CSHCS PAs!

*To Correct* – NA

*Edit* – 60119 – You're not authorized to create/modify non-CSHCS PAs!

*To Correct* – NA

*Edit* – 60120 – You're not authorized to delete CSHCS PA data!

*To Correct* – NA

*Edit* – 60121 – You're not authorized to delete non-CSHCS PA data!

*To Correct* – NA

### **Field Name: Address Type**

*Description* – Provider address type

*Format* – Alphanumeric

*Features* – Drop-down box. Valid values include:

- S – Servicing Provider
- R – Requesting Provider

*Edits* – 60057 – Invalid delete – No Valid Medicaid Provider on PA!



*To Correct* – Verify entry.

*Edit* – 91006 – Provider Indicator Field is required!

*To Correct* – Choose a provider indicator

*Edit* – Address type “R” already exists for PA!

*To Correct* – Verify selection.

*Edit* – Address type “S” already exists for PA!

*To Correct* – Verify selection.

**Field Name: License Number**

*Description* – Provider license number

*Format* – 10 numeric characters

*Features* – None

*Edits* – 5092 – License must be 5-10 numeric characters

*To Correct* – Enter 10-digit provider license number.

*Edit* – 5213 – License not on file. Call Health Bureau to verify.

*To Correct* – Verify license number and retype

*Edit* – 91029 – License number must be numeric!

*To Correct* – Enter 10-digit provider license number

**Field Name: Provider Name**

*Description* – Provider name

*Format* – 39 alphabetic characters

*Features* – None

*Edits* – 91010 – Provider Name data must be alphabetic!

*To Correct* – Enter provider name.

*Edit* – 91006 – Provider name Field is required!

*To Correct* – Enter provider name.

**Field Name: Address Line 1**

*Description* – First line of the address

*Format* – 30 alphanumeric characters

*Features* – None

*Edits* – 91006 – Address 1 Field is Required!

*To Correct* – Type the provider address.

**Field Name: Address Line 2**

*Description* – Second line of the address

*Format* – 30 alphanumeric characters

*Features* – None

*Edits* – None

*To Correct* – N/A

**Field Name: City**

*Description* – Provider city

*Format* – 15 alphabetic characters

*Features* – None

*Edits* – 91006 – City Field is Required!

*To Correct* – Type the provider city.

**Field Name: State**

*Description* – Provider state

*Format* – Two alphabetic characters

*Features* – None

*Edits* – 91006 – State field is Required!

*To Correct* – Type the state.

*Edits* – 91010 – State Data must be alphabetic!

*To Correct* – Type the state.

*Edits* – 91036 – Invalid State Code!

*To Correct* – Type a valid state code.

**Field Name: ZIP Code**

*Description* – ZIP code

*Format* – Nine numeric characters

*Features* – None

*Edits* – 60022 – ZIP Code must be five characters!

*To Correct* – Type a valid five-character ZIP code.

*Edits* – 60023 – ZIP Code + 4 must be 4 digits!

*To Correct* – Type a valid four character ZIP code suffix.

*Edits* – 91006 – ZIP Code field is Required!

*To Correct* – Type a ZIP code.

*Edits* – 91007 – ZIP Code must be numeric!

*To Correct* – Type numeric characters.

**Field Name: Phone Number**

*Description* – Phone number

*Format* – 10 numeric characters

*Features* – None

*Edits* – 60024 – Phone number area code must be 3 digits!

*To Correct* – Type a three-character numeric area code.

*Edits* – 60025 – Phone number must be 10 digits!

*To Correct* – Type a 10-character numeric phone number.

*Edits* – 91007 – Phone number Data must be numeric!

*To Correct* – Type numeric characters.

**Field Name: Phone Extension**

*Description* – Phone number extension

*Format* – Four numeric characters

*Features* – None

*Edits* – None

*To Correct* – N/A

**System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_NONMED\_PROV

*Menu* – M\_BASE\_MAINT\_SIMPLE

*Data Windows* – DW\_PA\_NONMED\_PROV

**System Features**

The Non Medicaid Provider window is accessed through the Non Medicaid Provider Selection window.

**Delete** is disabled until a valid Non Medicaid provider is displayed.

**Save** will not allow Non Medicaid provider information to be saved unless required address information was entered in the window.

## Section 5: PA Line Item Selection Window

### Introduction

The Prior Authorization Line Item Selection window is accessed from the Prior Authorization window after a save has been successful. The Line Item Selection window appears after the save and must be completed before the Prior Authorization window is exited.

Line Item	Service Code	Status
A	95860	APPROVED
B	95900	APPROVED
C	95904	APPROVED

Figure 5.1 – PA Line Item Selection Window

File	Applications
New	Adhoc Reporting
Select	Claims
Print	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 5.2 – PA Line Item Selection Window Menu Tree

Figure 5.2 is an illustration of the menu tree for the PA Line Item Selection window. All menus appear in single-line boxes. The menu titles in this illustration reflect the overall menu commands and window options on the PA Line Item Selection window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays.  
Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command provides the following options:

*New* – Opens the PA Line Item Selection window

*Select* – Selects the information on the PA Line Item Selection window

- *Print* – Prints the screen, top window, or data window

*Exit* – Returns to the Prior Authorization window

*Exit IndianaAIM* – Exits IndianaAIM

### Menu Selection: Applications

This menu option allows access to all the functional areas available in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting Menu.

*Claims* – Allows the user to access the Claims Menu.

*Financial* – Allows the user to access the Financial Menu.

*Managed Care* – Allows the user to access the Managed Care Menu.

*MARS* – Allows the user to access the MARS Menu.

*Prior Authorization* – Allows the user to access the Prior Authorization Menu.

*Provider* – Allows the user to access the Provider Menu.

*Recipient* – Allows the user to access the Recipient Search window.

*Reference* – Allows the user to access the Reference Menu.

*Security* – Allows the user to access the Security Menu.

*SURS* – Allows the user to access the SURS Menu.

*Third Party Liability* – Allows the user to access the Third Party Liability Menu.

## Field Information

### **Field Name: PA Number**

*Description* – Number for each PA request

*Format* – 10 numeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

### **Field Name: Line Item**

*Description* – Alphabetic character that sequentially lists the items pertaining to the PA

*Format* – One alphabetic character

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Service Code**

*Description* – Procedure, drug, or revenue code assigned to the prior authorization number

*Format* – 11 alphanumeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Status**

*Description* – Status of the PA line item

*Format* – Alphabetic character

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_LINE\_ITEM\_SELECT

*Menu* – M\_BASE\_LIST\_RETRIEVE

*Data Windows* – DW\_PA\_LINE\_ITEM\_SELECT

**System Features**

Click **New** to access the PA Line Item window.

Double clicking on a line item will copy its data to the PA Line Item window, whether the PA Line Item window is currently open.

Click **Select** to populate the PA Line Item window with the chosen data.



## Section 6: PA Line Item Window

### Introduction

The PA Line Item window opens when the user clicks **Save** after completing a prior authorization window entry, or when **Line Item** is clicked. This window allows line items to be assigned to the PA number in the Prior Authorization window. It also allows a user to view and adjust existing PA line items.

Figure 6.1 – PA Line Item Window

### Field Information

#### **Field Name: PA Number**

*Description* – Number assigned to this PA request

*Format* – 10 numeric characters

*Features* – Protected, display only

*Edits* – None

*To Correct* – N/a

**Field Name: Line Item**

*Description* – Alphabetic character that sequentially lists the items pertaining to the PA

*Format* – One alphabetic character

*Features* – Protected, display only

*Edits* – 60055, Line Item Already Exists!

*To Correct* – Change to the next available letter in the sequence

**Field Name: Service Code**

*Description* – Procedure, revenue, or drug code assigned to the PA number

*Format* – Up to 11 characters

*Features* – None. Minimum of three characters to be entered

*Edit* – 60052, Procedure, Drug, or Revenue Code Required!

*To Correct* – Enter service code

*Edit* – 60060, Procedure Code Not on File

*To Correct* – Verify typing. Enter a valid service code.

*Edit* – 60062, Revenue Code Not on File!

*To Correct* – Verify typing. Enter a valid service code.

*Edit* – 60068, Procedure does not require PA when rqstd by a PMP

*To Correct* – Verify PA requested by PMP.

*Edit* – 60069, This is not the correct PMP for this recipient

*To Correct* – Verify entry and retype.

*Edit* – 60070, This code not covered for dates of service

*To Correct* – Verify entry and retype

*Edit* – 91029, Revenue code must be numeric!

*To Correct* – Verify entry. Enter a numeric service code.

*Edit* – 60063, Drug Code Not on File!

*To Correct* – Verify typing. Enter a valid drug code.

**Field Name: Modifier**

*Description* – Code used in combination with a procedure code to provide more information

*Format* – Two-character alphanumeric

*Features* – None

*Edits* – None

*To Correct* – N/a

**Field Name: Status**

*Description* – Allows the user to determine the status of the PA.

*Format* – Multi-character alphabetic

*Features* – Drop-down list box. Valid values include the following:

- Appr Thru Admin Rev
- Approved
- Dec Overturn By ALJ
- Den/Contin Of Serv
- Dis No Hearing Appr
- Dis No Hearing Mod
- Incorrect PMP
- Mod Thru Court
- Modified
- No PA Required
- Non-Cov Code Denied
- Rejected
- Suspended
- Appr/Contin of Serv
- Auto Appr After 10
- Dec Upheld By ALJ
- Denied
- Dis No Hearing Den
- Evaluation
- Mod Thru Admin Rev
- Mod/Contin Of Serv
- No PA Req For PMP
- Non-Cov Code Approve
- Pending
- Restored Waiting App

*Edits* – 60092, Invalid Decision Status for PAUTH code!

*To Correct* – Verify and reselect entry.

*Edit* – 60051, Status Required!

*To Correct* – Choose a status from the drop-down box

**Field Name: Description**

*Description* – Description of the service code

*Format* – Alphabetic

*Features* – Protected, display only

*Edits* – None

*To Correct* – N/a

**Field Name: Requested Effective Date**

*Description* – Date that PA provider requested service to be authorized

*Format* – Eight-digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001, Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002, Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91006, Date PA Requested Eff Field is required!

*To Correct* – Enter requested effective date.

**Field Name: Requested End Date**

*Description* – Date that provider requests to stop authorized service

*Format* – Eight-digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001, Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002, Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91020, End Date must be >= Effective Date

*To Correct* – Verify typing. Enter an end date later than the effective date.

*Edit* – 91006, Date PA Requested End Field is required!

*To Correct* – Enter valid PA requested end date

**Field Name: Requested Units**

*Description* – Amount of service requested in units by provider

*Format* – Five-character numeric

*Features* – None

*Edits* – 91029, Qty Req must be numeric!

*To Correct* – Verify entry. Requested units may only be numeric.

**Field Name: Requested Dollars**

*Description* – Amount of service requested in dollars by the provider

*Format* – Nine-character numeric

*Features* – None

*Edits* – 91029, Amount Req must be numeric!

*To Correct* – Verify entry. Amount requested must be numeric.

**Field Name: Authorized Effective Date**

*Description* – Beginning date of authorized service

*Format* – Eight-digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001, Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002, Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91003, Date is Required!

*To Correct* – Type authorized date of PA in the CCYYMMDD format

*Edit* – 91006, Date PA Authorized Eff Field is required!

*To Correct* – Enter authorized effective date

**Field Name: Authorized End Date**

*Description* – End date of authorized service

*Format* – Eight-digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001, Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format

*Edit* – 91002, Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format

*Edit* – 91003, Date is Required!

*To Correct* – Type authorized date of PA in the CCYYMMDD format

*Edit* – 91020, End Date Must Be >= Effective Date!

*To Correct* – Verify dates and make appropriate changes.

*Edit* – 91006, Date PA Authorized End Field is required!

*To Correct* – Enter authorized end date.

**Field Name: Authorized Units**

*Description* – Amount of service authorized.

*Format* – Five character numeric

*Features* – None

*Edit* – 60107, Units Requested Must Be Present!

*To Correct* – Enter authorized units requested.

*Edit* – 60108, Units Auth'd Cannot Be > Units Rqst'd!

*To Correct* – Verify entry and retype.

*Edit* – 60115, Auth Units Must Be >= Units Already Used!

*To Correct* – Verify entry and retype.

*Edits* – 91029, Qty Auth must be numeric!

*To Correct* – Verify typing and re-enter with all numeric values.

*Edit – 60094, Authorized Units OR Dollars Required! (except for NDC's)*

*To Correct – Enter authorized units or dollar amount.*

**Field Name: Authorized Dollars**

*Description – Amount of service authorized in dollars*

*Format – Nine character numeric*

*Features – None*

*Edits – 91029, Amount Auth must be numeric!*

*To Correct – Verify typing and re-enter with all numeric values.*

*Edit – 60094, Authorized Units OR Dollars Required! (except for NDC's)*

*To Correct – Enter authorized units or dollar amount.*

*Edit – 60106, Dollars Requested Must Be Present!*

*To Correct – Enter dollars requested*

*Edit – 60109, Dollars Auth'd Cannot Be > Units Rqst'd!*

*To Correct – Verify entry and retype*

*Edit – 60116, Auth Dollars Must Be >= Dollars Already Used!*

*To Correct – Verify entry and retype*

**Field Name: Quantity Used Units**

*Description – Amount of units used*

*Format – Five character numeric*

*Features – Protected, display only*

*Edits – None*

*To Correct – N/a*

**Field Name: Quantity Used Dollars**

*Description – Amount of dollars used*

*Format* – Nine-character numeric

*Features* – Protected, display only

*Edits* – None

*To Correct* – N/a

**Field Name: Balance Units**

*Description* – Amount of units remaining

*Format* – Five character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/a

**Field Name: Balance Dollars**

*Description* – Amount of dollars remaining

*Format* – Nine character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/a

**Field Name: Next Line Item**

*Description* – Next line item the user wants to view

*Format* – One-character alphabetic

*Features* – None

*Edits* – 91046, New key is required!

*To Correct* – Enter a one-character valid line item.

*Edit* – 60054, Line item not found!

*To Correct* – Verify typing. Enter a valid line item.



## **System Information**

PBL – PAUTH01.PBL

Window – W\_PA\_LINE\_ITEM\_EDIT

Menu – None

Data Windows – DW\_PA\_LINE\_ITEM\_EDIT

## **System Features**

The user can make a line item inquiry by entering a valid PA line item in the Next Line Item field and clicking **Inquire**.

Click **Print** to print the current PA Line Item window.

Click **New** to clear the PA Line Item window, and allows entry of PA Line Item information.

**Save** does not allow line item information to be saved unless all required information was entered in the window.

Click **Exit** to return to the Prior Authorization window or the PA Line Item Selection window.

## Section 7: PA Psychiatric (1261A) Window

### Introduction

The Prior Authorization Psychiatric window is used only for entering information for inpatient hospital stays that require a 1261A form to be submitted to HCE. This window is available to assignment code 10 only, and is used for information and reporting purposes.

Figure 7.1 – PA Psychiatric (1261A) Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 7.2 – Menu tree for PA Psychiatric (1261A) Window

Figure 7.2 is an illustration of a menu tree for the PA Psychiatric (1261A) window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on the PA Psychiatric (1261A) window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box displays. Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to exit the PA Psychiatric (1261A) window and save data under the PA Psychiatric (1261A) window.

*Save* – Saves information to the PA Psychiatric (1261A) window.

*Delete* – Deletes information from the PA Psychiatric (1261A) window.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the Prior Authorization window.

*Audit* – Allows the user to access the on-line audit trail windows

*Exit IndianaAIM* – Exits IndianaAIM

### **Menu Selection: Applications**

This menu options allows the user to access all the functional areas available in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## Field Information

### **Field Name: Pa Number**

*Description* – Number that is assigned to this PA request

*Format* – 10 character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

### **Field Name: Psych Diagnosis**

*Description* – Category describing psychiatric diagnosis. This window displays the description for the diagnosis, while a two character numeric field is stored in the database.

*Format* – 20 character alphanumeric

*Features* – Drop-down list box. Valid values include:

- Adjustment Disorder
- Att Deficit Hyper
- Conversion/No Data
- Major Depression
- Other
- Schizophrenia
- Alco/Poly Sub Abuse
- Bipolar Disorder
- Dysthymia
- Oppositional/Defiant
- Post Traumatic Stress

*Edits – None*

*To Correct – N/A*

**Field Name: Emergency**

*Description –* Indicator for report describing nature of admission to psychiatric facility

*Format –* One character alphabetic

*Features –* Drop-down list box. Valid values include:

- N – non emergency
- E – emergency

*Edits – None*

*To Correct – N/A*

**Field Name: Received Date**

*Description –* Date 1261A received by EDS

*Format –* Eight digit numeric (CCYYMMDD)

*Features –* None

*Edit – 91001 –* Invalid Date (CCYYMMDD)!

*To Correct –* Verify typing. Re-enter in the CCYYMMDD format.

*Edit – 91002 –* Date must be numeric!

*To Correct –* Verify typing. Re-enter in the CCYYMMDD format.

**Field Name: Return Date**

*Description –* Date 1261A returned to provider

*Format –* Eight digit numeric (CCYYMMDD)

*Features –* None

*Edit – 91001 –* Invalid Date (CCYYMMDD)!

*To Correct –* Verify typing. Re-enter in the CCYYMMDD format.

*Edit – 91002 –* Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

### **Other Messages**

*Edit – 60049* – Invalid SAVE – No date entered!

*Edit – 60118* – You're not authorized to create/modify CSHCS PAs!

*Edit – 60119* – You're not auth'd to create/modify non-CSHCS PAs!

*Edit – 60120* – You're not authorized to delete CSHCS PA data!

*Edit – 60121* – You're not authorized to delete non-CSHCS PA data!

### **System Information**

PBL – PAUTH01.PBL

Window – W\_PA\_PSYCH

Menu – M\_BASE\_MAINT\_SIMPLE

Data Windows – DW\_PA\_PSYCH

### **System Features**

The PA Psychiatric (1261A) window is accessed through the Prior Authorization window, if a valid PA with a PA Assignment Code of **10** (Mental Health Services) is entered.

**Save** does not allow psychiatric information to be saved unless information was entered on the window.

**Delete** is disabled until valid psychiatric information is displayed in the window.

**Exit** returns the user to the Prior Authorization window.

## Section 8: PA Administrative Review Window

### Introduction

The Prior Authorization (PA) Administrative Review window can be accessed by clicking **Admin Review** from the Prior Authorization window. Information concerning an Administrative Review can be added or viewed from this window.

Figure 8.1 – PA Administrative Review

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 8.2 – Menu Tree for PA Administrative Review Window

Figure 8.2 is an illustration of the menu tree for the PA Administrative Review window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA Administrative Review window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to save data and exit the PA Administrative Review window.

*Save* – Allows the user to save the PA Administrative Review

*Delete* – Allows the user to delete the record for the Administrative Review

*Print* – Allows the user to print the screen, top window, or data window

*Exit* – Returns the user to Prior Authorization Window

*Audit* – Allows the user to access the on-line audit trail windows

*Exit IndianaAIM* – Exits IndianaAIM

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text so the user can transfer the copied text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.



**Menu Selection: Applications**

This menu options allows the user to access all the functional areas available in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Click on Reference to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

**Field Information****Field Name: PA Number**

*Description* – Prior authorization number

*Format* – 10 character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Received Date**

*Description* – Date that administration review is received

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002 – Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

**Field Name: Mailed Date**

*Description* – Date that decision of administration review is mailed to provider

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002 – Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

**Other Messages**

*Edit* – 60049 – Invalid SAVE – No data has been entered!

*Edit* – 60118 – You're not authorized to create/modify CSHCS PAs!

*Edit* – 60119 – You're not auth'd to create/modify non-CSHCS PAs!

*Edit* – 60120 – You're not authorized to delete CSHCS PA data!

*Edit* – 60121 – You're not authorized to delete non-CSHCS PA data!

**System Information**

*PBL* – PAUTH01.PBL

*Window – W\_PA\_ADMIN\_REV*

*Menu – M\_BASE\_MAINT\_SIMPLE*

*Data Windows – DW\_PA\_ADMIN\_REV*

## **System Features**

Clicking **Save** does not allow administration review information to be saved unless all required information was entered on the window.

**Delete** is disabled until valid administrative review information is displayed on the window.

Clicking **Exit** closes the PA Administrative Review window.

## Section 9: Internal Text Maintenance Window

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### Introduction

The Prior Authorization Department enters information about a member's prior authorization in the Internal Text Maintenance window. This includes any information for administrative reviews and Appeals. Users having operator access to the Prior Authorization online files can view the Internal Text Maintenance window information; however, the information is not mailed to the provider or the member. The Internal Text Maintenance window is accessed through a check box on the Prior Authorization window.

Date Entered	Description
1995/05/02	Code E1399 now has a new stop date to make room for another request/sf:

Figure 9.1 – Internal Text Maintenance Window

<b>File</b>	<b>Edit</b>	<b>Applications</b>
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 9.2 – Menu Tree for Internal Text Maintenance Window

Figure 9.2 is an illustration of a menu tree for the Internal Text Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on Internal Text Maintenance window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

**Menu Selection: File**

This command allows the user to save data entered in the Internal Text Maintenance window, or to exit the Internal Text Maintenance window.

*Save* – Saves the information entered in the Internal Text Maintenance window

*Delete* – Allows the user to delete the text from the Internal Text Maintenance window

*Print* – Allows the user to print the screen, top window, or data window

*Exit* – Returns the user to Prior Authorization window

*Audit* – Allows the user to access the on-line audit trail windows

*Exit IndianaAIM* – Exits IndianaAIM

**Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes text and places it on the clipboard.

**Menu Selection: Applications**

This menu options allows the user to access the functional areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the provider windows.

*Recipient* – Allows the user to access the recipient windows.

*Reference* – Allows the user to access the reference windows.

*Security* – Allows the user to access the security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## Field Information

### **Field Name: PA Number**

*Description* – Prior authorization number

*Format* – 10 character numeric

*Features* – Protected. Display only.

*Edits* – None

*To Correct* – N/A

### **Field Name: Date Entered**

*Description* – Date the text was entered

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002 – Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

**Field Name: Description**

*Description* – Multiple lines

*Format* – Free form 500 alphanumeric characters

*Features* – None

*Edits* – 60090 – Text Description Required!

*To Correct* – Enter description.

**Other Messages**

*Edit* – 60071 – Cannot Delete Because Date Entered < Today's Date!

*To Correct* – Verify typing. Prior date entry cannot be deleted.

*Edit* – 60087 – Cannot Modify Text, Date Entered < Today's Date!

*To Correct* – Verify typing. Date entered cannot be earlier than today's date

*Edit* – 60118 – You're not authorized to create/modify CSHCS PAs!

*Edit* – 60119 – You're not auth'd to create/modify non-CSHCS PAs!

*Edit* – 60120 – You're not authorized to delete CSHCS PA data!

*Edit* – 60121 – You're not authorized to delete non-CSHCS PA data!

**System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_INT\_FREE\_FORM\_TEXT\_NEW

*Menu* – M\_BASE\_MAINT\_SIMPLE

*Data Windows* – DW\_PA\_INT\_FREE\_FORM\_TEXT\_NEW

**System Features**

The Internal Text Maintenance window is accessed through the Prior Authorization window, if a valid PA is displayed.

**New** displays one additional line of text to type free text information.



**Save** saves information corrected or entered in the Internal Text Maintenance window.

**Delete** deletes the line of highlighted free text.

**Exit** closes the Internal Text Maintenance window.

A vertical scroll bar appears when more free text than fits on one page is present.

## Section 10: PA Appeal Window

### Introduction

The PA Appeal window can be accessed by clicking **Appeals** from the Prior Authorization window. Information concerning an appeal can be added or viewed from this window.

Figure 10.1 – PA Appeal Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 10.2 – Menu Tree for PA Appeal Window

Figure 10.2 is an illustration of a menu tree for the PA Appeal window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA Appeal window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to select data in the PA Appeals window and to exit the PA Appeals window.

*Save* – Allows the user to save information entered in the PA Appeals window.

*Delete* – Allows the user to delete the appeal record.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to Prior Authorization Window.

*Audit* – Allows the user to access the on-line audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.

**Menu Selection: Applications**

This menu options allows the user to access to the areas available in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

**Field Information****Field Name: PA Number**

*Description* – Prior authorization number

*Format* – 10 character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Received Date**

*Description* – Date appeal received

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002 – Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

**Field Name: Mailed Date**

*Description* – Date appeal packet mailed

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002 – Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

**Field Name: Appeal Date**

*Description* – Date of appeal

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002 – Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

**Field Name: EDS Attended**

*Description* – Presence of EDS at appeal

*Format* – Check box

*Features* – None

*Edits* – None

*To Correct* – N/A

**Field Name: Dismiss Date**

*Description* – Date of appeal dismissal

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

*Edit* – 91002 – Date must be numeric!

*To Correct* – Verify typing. Re-enter in the CCYYMMDD format.

**Other Messages**

*Edit* – 60118 – You're not authorized to create/modify CSHCS PAs!

*To Correct* – Verify typing.

*Edit* – 60119 – You're not auth'd to create/modify non-CSHCS PAs!

*To Correct* – Verify typing.

*Edit* – 60120 – You're not authorized to delete CSHCS PA data!

*To Correct* – Verify typing.

*Edit* – 60121 – You're not authorized to delete non-CSHCS PA data!

*To Correct* – Verify typing.

*To Correct* – Verify typing.

*Edit* – 60049 – Invalid SAVE – No data has been entered!

*To Correct* – Verify received date, appeal date, mailed date are completed.

## System Information

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_APPEAL

*Menu* – M\_BASE\_MAINT\_SIMPLE

*Data Windows* – DW\_PA\_APPEAL

## System Features

The Appeals window is accessed through the Prior Authorization window, if a valid PA is displayed.

**Save** does not allow the PA Appeal to be saved unless data was entered in the window.

**Delete** is disabled until valid PA Appeal information is displayed in the window.

**Exit** closes the PA Appeals window.

## Section 11: Current IACs/External Text Window

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### Introduction

The Current IACs/External Text window is designed for use by the Prior Authorization Department to record information that was mailed to the provider and member.

Date Mailed	IAC Code	Description
1995/07/10		A system update was done to change the stop date to 6-30-95 to accomodate a new request.

Figure 11.1 – Current IACs/External Text Window



<b>File</b>	<b>Edit</b>	<b>Applications</b>
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 11.2 – Menu Tree for Current IACs/External Text Window

Figure 11.2 is an illustration of a menu tree for the Current IACs/External Text window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on Current IACs/External Text window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to save data and exit the Current IACs/External Text window.

*Save* – Allows the user to save the Current IACs/External Text window.

*Delete* – Allows the user to delete the current IAC/External Text record entered.

*Print* – Allows the user to print the screen, top window or data window.

*Exit* – Returns the user to Prior Authorization Window.

*Audit* – Allows the user to access the on-line audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.

### **Menu Selection: Applications**

This menu options allows the user to access the areas available in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## Field Information

### **Field Name: PA Number**

*Description* – Prior authorization number

*Format* – 10 character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

### **Field Name: Date Mailed**

*Description* – Date information mailed to provider and member

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – Protected. Display only

*Edits* – None

*To Correct* – None

### **Field Name: IAC Code**

*Description* – IAC code

*Format* – Multiple alphanumeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

### **Field Name: Description**

*Description* – Multiple lines

*Format* – Free form text. Maximum 500 alphanumeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

## System Information

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_IAC\_EXT\_TEXT

*Menu* – M\_BASE\_MAINT\_SIMPLE

*Data Windows* – DW\_PA\_EXT\_IAC\_TEXT

## System Features

Clicking **Maintenance** accesses the IAC/External Text Maintenance window.

A vertical scroll bar appears when more text data than fits on one page is present for the PA.

Clicking **Exit** closes the Current IACs/External Text window.

## Section 12: IAC/External Text Maintenance Window

---

### Introduction

The IAC/External Text window is designed for use by the Prior Authorization Department to key in information that will be mailed to the provider and the recipient. This is designed to include the appropriate IAC references, as well as, any other information that needs to be included on the prior authorization decision form.

Date Mailed	IAC Code	Description
1995/07/10		A system update was done to change the stop date to 6-30-95 to accomodate a new request.

IAC Codes

\* [dropdown]

New Delete Ext Text Save Exit

IAC / External Text Description

[Large empty text area]

Figure 12.1 – IAC/External Text Maintenance Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 12.2 – Menu Tree for IAC/External Text Maintenance Window

Figure 12.2 is an illustration of a menu tree for the IAC/External Text Maintenance window. All menus appear in single-line boxes. The menu titles in this illustration reflect the overall menu commands and window options in IAC/External Text Maintenance window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears.  
Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to enter and save data and exit the IAC/External Text Maintenance window.

*Save* – Allows the user to save the IAC/External Text Maintenance window.

*Delete* – Allows the user to delete an IAC/External Text record.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the Current IACs/External Text window or exits the IAC/External Text Maintenance window.

*Audit* – Allows the user to access the on-line audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.

### **Menu Selection: Applications**

This menu options allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the Managed Care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## **Field Information**

### **Field Name: Date Mailed**

*Description* – Date information mailed to provider and member

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – Protected. Display only

*Edit* – None

*To Correct* – None

### **Field Name: IAC Code**

*Description* – IAC code

*Format* – Multiple alphanumeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

### **Field Name: Description**

*Description* – Multiple lines

*Format* – Maximum 500 alphanumeric free text characters

*Features* – None

*Edits* – 60090 – Text Description Required!

*To Correct* – Type description.

### **Field Name: IAC Codes**

*Description* – IAC code



*Format* – 25 character alphanumeric

*Features* – Drop-down data window. Valid values include:

- \*
- 1261A
- 405 IAC 5-16-3 (3)(F)
- 405 IAC 5-13-3 (5)
- 405 IAC 5-13-3 (6)
- 405 IAC 5-14-16
- 405 IAC 5-16-3 (2)(D)
- 405 IAC 5-16-3 (2)(E)
- 405 IAC 5-16-3 (2)(F)
- 405 IAC 5-16-3 (2)(G)
- 405 IAC 5-16-3 (3)(D)
- 405 IAC 5-17-3
- 405 IAC 5-17-4
- 405 IAC 5-19-1 (b)
- 405 IAC 5-19-10 (a)(2)
- 405 IAC 5-19-13 (2)
- 405 IAC 5-19-13 (3)
- 405 IAC 5-19-13 (5)
- 405 IAC 5-19-13 (6)
- 405 IAC 5-19-13 (7)
- 405 IAC 5-19-14
- 405 IAC 5-19-14 (1)
- 405 IAC 5-19-15
- 405 IAC 5-19-16 (c)(2)
- 405 IAC 5-19-16 (d)
- 405 IAC 5-19-16 (d)(5)
- 405 IAC 5-19-16 (e)
- 405 IAC 5-19-16 (f)
- 405 IAC 5-19-17 (a)
- 405 IAC 5-19-18 (1)
- 405 IAC 5-19-18 (10)
- 405 IAC 5-19-18 (2)
- 405 IAC 5-19-18 (4)
- 405 IAC 5-19-18 (5)
- 405 IAC 5-19-18 (6)
- 405 IAC 5-19-18 (7)
- 405 IAC 5-19-18 (8)
- 405 IAC 5-19-18 (9)
- 405 IAC 5-19-2
- 405 IAC 5-19-3 (f)
- 405 IAC 5-19-4
- 405 IAC 5-19-5
- 405 IAC 5-19-6 (a)
- 405 IAC 5-19-6 (c)
- 405 IAC 5-19-7 (1)
- 405 IAC 5-19-9
- 405 IAC 5-20-5 (4)
- 405 IAC 5-20-6
- 405 IAC 5-20-7
- 405 IAC 5-20-8 (4)
- 405 IAC 5-20-8 (5)
- 405 IAC 5-20-8 (7)(8)
- 405 IAC 5-21
- 405 IAC 5-22-11 (3)
- 405 IAC 5-22-11 (4)
- 405 IAC 5-22-11 (5)
- 405 IAC 5-22-6 (b)(1)
- 405 IAC 5-22-6 (b)(10)
- 405 IAC 5-22-6 (b)(11)
- 405 IAC 5-22-6 (b)(2)
- 405 IAC 5-22-6 (b)(3)
- 405 IAC 5-22-6 (b)(4)
- 405 IAC 5-22-6 (b)(5)
- 405 IAC 5-22-6 (b)(6)
- 405 IAC 5-22-6 (b)(7)
- 405 IAC 5-22-6 (b)(8)
- 405 IAC 5-22-6 (b)(9)
- 405 IAC 5-22-7 (b)(3)
- 405 IAC 5-22-7 (b)(4)
- 405 IAC 5-22-9 (3)
- 405 IAC 5-22-9 (4)
- 405 IAC 5-24-3 (a)
- 405 IAC 5-24-3 (b)(1-5)
- 405 IAC 5-24-9 (a)(1)
- 405 IAC 5-24-9 (a)(2-3)
- 405 IAC 5-24-9 (a)(5)
- 405 IAC 5-24-9 (b)
- 405 IAC 5-25-2 (d)
- 405 IAC 5-25-3
- 405 IAC 5-25-5

- |                          |                            |
|--------------------------|----------------------------|
| • 405 IAC 5-26-3 (b)     | • 405 IAC 5-29-1 (19)      |
| • 405 IAC 5-29-1 (26)(E) | • 405 IAC 5-29-1 (26)(I)   |
| • 405 IAC 5-29-1 (3)     | • 405 IAC 5-29-1 (4)       |
| • 405 IAC 5-29-1 (5)     | • 405 IAC 5-29-1 (6)(7)    |
| • 405 IAC 5-3-1 (b)      | • 405 IAC 5-3-10           |
| • 405 IAC 5-3-11         | • 405 IAC 5-3-14           |
| • 405 IAC 5-3-5 (b)      | • 405 IAC 5-3-8            |
| • 405 IAC 5-3-9          | • 405 IAC 5-3-9 (4)        |
| • 405 IAC 5-30-1         | • 405 IAC 5-30-1 (1)       |
| • 405 IAC 5-30-1 (3)     | • 405 IAC 5-30-1 (6)       |
| • 405 IAC 5-30-3 (6)     | • 405 IAC 5-30-3 (8)       |
| • 405 IAC 5-30-5 (1)     | • 405 IAC 5-30-6 (6)       |
| • 405 IAC 5-30-8 (3)     | • 405 IAC 5-31-4 (3)       |
| • 405 IAC 5-31-4 (4)     | • 405 IAC 5-32-1           |
| • 405 IAC 5-32-2         | • 405 IAC 5-32-3           |
| • 405 IAC 5-5-1          | • 405 IAC 5-5-2 (a)(4)     |
| • 405 IAC 5-5-2 (c)      | • 405 IAC 5-5-3            |
| • 405 IAC 5-7-2 (a)      | • 405 IAC 5-7-2 (b)        |
| • 405 IAC 5-8-4          | • 410 IAC 17-6-1 (i)       |
| • Exact Duplicate        | • HHCF                     |
| • HHCR1                  | • HHCR2 (a)                |
| • HHCR2 (b)              | • HHCR2 (c)                |
| • Incomplete 1261A       | • Incontinency supplies    |
| • Medicaid Update E93-12 | • NU                       |
| • New Provider Number    | • Partial Denture          |
| • Partial Duplicate      | • RBMC                     |
| • RR                     | • Reinstatement of service |
| • Suspended              | • System Update            |
| • Telephone Request      | • Transport                |

*Edits – None*

*To Correct – N/A*

**Field Name: IAC/External Text Description**

*Description – Multiple lines*

*Format – Free from alphanumeric*

*Features – Protected. Display only*

*Edits – None*

*To Correct – N/A*

## Other Messages

*Edit – 60118* – You're not authorized to create/modify CSHCS PAs!

*To Correct* – Verify typing.

*Edit – 60119* – You're not auth'd to create/modify non-CSHCS PAs!

*To Correct* – Verify typing.

*Edit – 60120* – You're not authorized to delete CSHCS PA data!

*To Correct* – Verify typing.

*Edit – 60121* – You're not authorized to delete non-CSHCS PA data!

*To Correct* – Verify typing.

*Edit – 60099* – This IAC Has already Been Saved for Today!

*To Correct* – Verify typing.

*Edit – 60098* – Error Inserting Record, Retry or Exit!

*To Correct* – Verify typing.

## System Information

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_IAC\_CODE\_DESC\_SELECT

*Menu* – M\_BASE\_MAINT\_SIMPLE

*Data Windows* – DW\_PA\_EXT\_IAC\_TEXT\_MAINT

## System Features

Clicking **New** accesses an empty record.

Clicking **Delete** removes a record from the IAC/External Text Maintenance window.

Clicking **Ext Text** opens the description field for a current record.

Clicking **Save** saves the information entered in the IAC/External Text Maintenance window.

Clicking **Exit** closes the IAC/External Text Maintenance window.

## Section 13: Prior Authorization History Window

### Introduction

This window allows the user to view the entire PA file on a recipient. This information includes all PA numbers, line items, service codes, and start/stop dates.

The screenshot shows a window titled "Prior Authorization History". It has a menu bar with "File", "Edit", "Applications", and "Options". Below the menu bar is a search area with a label "RID:" and a text box containing "100212901199", and a "Search" button. The main area contains a table with the following data:

PA Number	Line Item	Status	Service Code	Authorized Eff. Date	Authorized End Date
3062102341	B	A	120	1993/03/30	1993/05/30
3239102122	A	A	120	1993/10/02	1993/10/20
4246500033	A	A	120	1994/08/23	1994/08/27
8233102027	A	A	56351	1998/09/21	1999/01/29
8233102027	B	A	58150	1998/09/21	1999/01/29
3239102122	B	A	58260	1993/10/02	1993/10/20
3062102341	A	A	58262	1993/03/30	1993/05/30
3215203004	A	A	99212	1993/08/03	1993/08/03
8030103000	A	R	95810	1998/01/30	1998/01/30
3288202155	A	A	99212	1993/10/15	1993/10/15

At the bottom of the window are four buttons: "New", "Select", "Claims", and "Exit".

Figure 13.1 – Prior Authorization History Window

<b>File</b>	<b>Edit</b>	<b>Applications</b>	<b>Options</b>
New	Copy	Adhoc Reporting	Search
Select	Paste	Claims	Reset Limits
Print	Cut	Financial	Sort
Exit		Managed Care	
Exit IndianaAIM		MARS	
		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 13.2 – Menu Tree for Prior Authorization History Window

Figure 13.2 is an illustration of a menu tree for the Prior Authorization History window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on Prior Authorization History window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears.  
Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to select data or exit the Prior Authorization window.

*New* – Opens the Prior Authorization History window.

*Select* – Selects the information on Prior Authorization history window.

*Print* – Allows the user to print the screen, top window or data window.

*Exit* – Exits the Prior Authorization History window.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.

### **Menu Selection: Applications**

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

### **Menu Selection: Options**

*Search* – Allows the user to search prior authorization history for recipient ID entered.

## **Field Information**

### **Field Name: RID**

*Description* – Member ID number

*Format* – 12 character numeric

*Features* – None

*Edits* – 4001 – Medicaid ID not found!

*To Correct* – Verify typing. Enter a valid RID number.

*Edit* – 4002 – Medicaid ID must be numeric!

*To Correct* – Verify typing. Enter a valid RID number.

*Edit* – 4003 – Medicaid ID must be 12 numeric!

*To Correct* – Verify typing. Enter a valid RID number.

*Edit* – 91037 – Search field is required!

*To Correct* – Verify typing. Enter a valid RID number.

### **Field Name: PA Number**

*Description* – Prior authorization number

*Format* – 10 character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Line Item**

*Description* – Alphabetic character that sequentially lists the items pertaining to the PA

*Format* – One alphabetic character

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Status**

*Description* – Indicates the status of the PA line item

*Format* – One alphabetic character

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Service Code**

*Description* – Procedure code, drug code, or revenue code assigned to the prior authorization number

*Format* – Up to 11 alphanumeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Authorized Eff. Date**

*Description* – Date for start of service

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A



**Field Name: Authorized End Date**

*Description* – Date for stop of authorized service

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_HISTORY\_SELECT

*Menu* – M\_BASE\_LIST\_SEARCH

*Data Windows* – DW\_PA\_HISTORY\_RID

DW\_PA\_HISTORY\_SELECT

**System Features**

The Prior Authorization History window is accessed through the PA Menu via the PA History button.

Clicking **Search** populates all of the PA numbers for the given RID.

Clicking **New** accesses the Prior Authorization window, and allows the user to assign a new PA number or inquire on an existing one.

Clicking **Select** populates the Prior Authorization window with information about the chosen PA number.

Clicking **Claims** accesses the Claims List window.

Clicking **Exit** closes the Prior Authorization History window.

## Section 14: Claims List Window

### Introduction

This window allows the user to view claims associated with a selected PA number. Available information includes claim number and the PA line item.

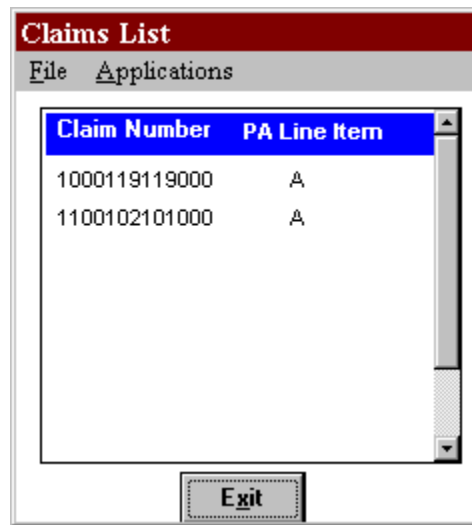


Figure 14.1 – Claims List Window

File	Applications
Print	Adhoc Reporting
Exit	Claims
Exit IndianaAIM	Financial
	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 14.2 – Menu Tree for Claims List Window

Figure 14.2 is an illustration of a menu tree for the Claims List window. All menus appear in single-line boxes. The menu titles on

this illustration reflect the overall menu commands and window options in the Claims List window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to print data or exit the Claims List window.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Exits the Claims List window.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Applications**

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## Field Information

### **Field Name: Claim Number**

*Description* – ICN of the claim

*Format* – 13 character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

### **Field Name: PA Line Item**

*Description* – Alphabetic character that sequentially lists items pertaining to the PA

*Format* – One alphabetic character

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

## System Information

*PBL* – PAUTH01.PBL

*Window – W\_PA\_CLAIMS\_LIST*

*Menu – M\_BASE\_INQUIRY*

*Data Windows – DW\_CLAIMS\_LIST*

## **System Features**

Double click a claim number to open the claim window for the given claim type.

Click **Exit** to close the Claims List window.

## Section 15: PA Table Maintenance Menu Window

---

### Introduction

The PA Table Maintenance Menu is entered through the PA Menu. This window accesses one of the following PA Table Maintenance selection windows:

- Assignment Code
- Decision Status
- IAC Manual
- Media Type
- Psychiatric Diagnosis
- Holiday Maintenance

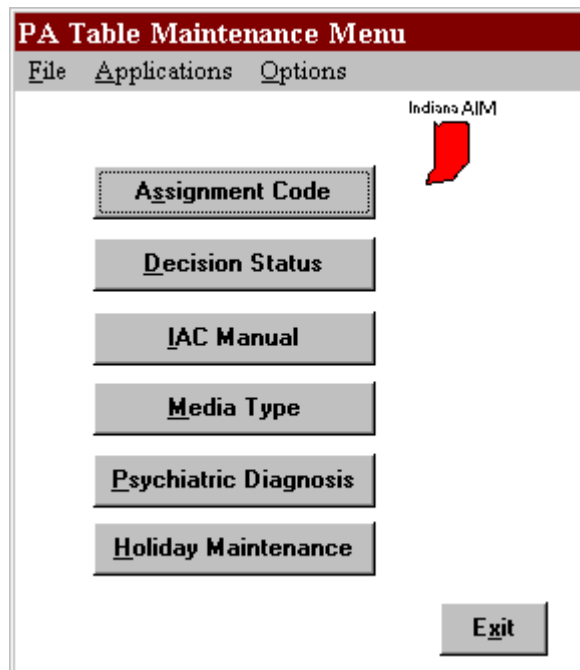


Figure 15.1 – PA Table Maintenance Menu

<b>File</b>	<b>Applications</b>	<b>Options</b>
Exit	Adhoc Reporting	Assignment Code
Exit IndianaAIM	Claims	Decision Status
	Financial	IAC Manual
	MARS	Media Type
	Prior Authorization	Psychiatric Diagnosis
	Provider	Holidays
	Recipient	
	Reference	
	Security	
	Third Party Liability	

Figure 15.2 – Menu Tree for the PA Table Maintenance Window

Figure 15.2 is an illustration of a menu tree for the PA Table Maintenance Menu window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA Table Maintenance Menu window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears.  
Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to exit the prior authorization history window.

*Exit* – Exits the PA Table Maintenance Menu window.

*Exit IndianaAIM* – Exits IndianaAIM.

**Menu Selection: Applications**

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

**Menu Selection: Options**

*Assignment Code* – Allows the user to access the PA Assignment Code Selection window.

*Decision Status* – Allows the user to access the PA Decision Status Selection window.

*IAC Manual* – Allows the user to access the PA IAC Code Selection window.

*Media Type* – Allows the user to access the PA Media Type Selection window.

*Psychiatric Diagnosis* – Allows the user to access the PA Psychiatric Diagnosis Selection window.

*Holidays* – Allows the user to access the Holiday Maintenance window.



## System Information

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_TABLE\_MAINT

*Menu* – M\_PA\_TABLE\_MAINT

*Data Windows* – None

## System Features

Click **Assignment Code** to access the PA Assignment Code Selection window.

Click **Decision Status** to access the PA Decision Status Selection window.

Click **IAC Manual** to access the PA IAC Code Selection window.

Click **Media Type** to access the PA Media Type Selection window.

Click **Psychiatric Diagnosis** to access the PA Psychiatric Diagnosis Selection window.

Click **Holiday Maintenance** to access the Holiday Maintenance window.

Click **Exit** to exit the PA Table Maintenance Menu window.

## Section 16: PA Assignment Code Selection Window

### Introduction

This PA Assignment Code Selection window contains fixed information that is used to batch prior authorizations by group. This window is accessed through a series of windows beginning with the Main Menu. After selecting PA Menu, the user continues through PA Table Maintenance to the PA Assignment Code Selection window.

PA Assignment Code Selection		
File Applications		
Assignment Code	Description	Assignment Group
01	HOMEHEALTH	01
02	HOSPITAL	02
03	OUTPATIENT	02
04	PHYSICIAN	03
05	REHAB	10
06	TRANSPLANT	10
07	TRANS	04
08	AUDIOLOGY	06

New Select Exit

Figure 16.1 – PA Assignment Code Selection Window

File	Applications
New	Adhoc Reporting
Select	Claims
Print	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 16.2 – Menu Tree for PA Assignment Code Selection Window

Figure 16.2 is an illustration of a menu tree for the PA Assignment Code Selection window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on the PA Assignment Code Selection window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to select data in or exit the PA Assignment Code Selection window.

*New* – Opens the PA Assignment Code Selection window.

*Select* – Selects the information on PA Assignment Code Selection window.

*Print* – Allows the user to print the screen, top window or data window.

*Exit* – Returns to the PA Table Maintenance Window.

*Exit IndianaAIM* – Exits IndianaAIM.

### Menu Selection: Applications

This menu option allows the user to gain access to areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## Field Information

### **Field Name: Assignment Code**

*Description* – Displays the code assigned to a PA request describing the type

*Format* – Two character alphanumeric

*Features* – Protected. Display only. Valid values include 01 through 19.

*Edits* – None

*To Correct* – N/A

### **Field Name: Description**

*Description* – Description of the assignment code

*Format* – 10 character alphanumeric

*Features* – Protected. Display only. Valid values include:

- |                    |                   |
|--------------------|-------------------|
| • 01 – Home Health | • 02 – Hospital   |
| • 03 – Outpatient  | • 04 – Physician  |
| • 05 – Rehab       | • 06 – Transplant |

- 07 – Transportation (Trans)
- 09 – Speech
- 11 – DME
- 13 – Physical Therapy (PT)
- 15 – Dental
- 17 – Podiatry
- 19 – Pharmaceutical (Phar)
- 08 – Audiology
- 10 – Mental HS
- 12 – Occupational Therapy (OT)
- 14 – Respiratory Therapy (RT)
- 16 – Optometric (OD)
- 18 – Chiropractic (Chiro)

*Edits* – None

*To Correct* – N/A

### **Field Name: Assignment Group**

*Description* – Displays the assignment group code

*Format* – Two character alphanumeric

*Features* – Protected. Display only. Valid values include **01 – 10**.

*Edits* – None

*To Correct* – N/A

## **System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_ASSIGN\_SELECT

*Menu* – M\_BASE\_LIST\_RETRIEVE

*Data Windows* – DW\_PA\_ASSIGN\_SELECT

## **System Features**

Clicking **New** accesses the PA Assignment Code window

Clicking **Select** populates the PA Assignment Code window with the chosen information.

Double clicking the chosen **Assignment Code** performs the same function as clicking **Select**.

Clicking **Exit** exits the PA Assignment Code Selection window.

## Section 17: PA Assignment Code Window

### Introduction

The PA Assignment Code window can be accessed from the PA Assignment Code Selection window by clicking **New**. A new code and its corresponding description can be entered here.

Figure 17.1 – PA Assignment Code Window

File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Inquire
Save	Paste	Claims	
Delete	Cut	Financial	
Print		Managed Care	
Exit		MARS	
Audit		Prior Authorization	
Exit IndianaAIM		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 17.2 – Menu Tree for PA Assignment Code

Figure 17.2 is an illustration of a menu tree for the PA Assignment Code window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA Assignment Code window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to exit the PA Assignment Code window and save data under the PA Assignment Code window.

*New* – Opens the PA Assignment Code window.

*Save* – Saves information added to the PA Assignment Code window.

*Delete* – Deletes the Assignment Code information entered.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA Assignment Code Selection window.

*Audit* – Allows the user to access the on-line audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.

**Menu Selection: Applications**

This menu option allows the user to access to all areas in *IndianaAIM*.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

**Menu Selection: Options**

*Inquire* – Allows the user to access information on a different assignment code

**Field Information****Field Name: PA Assignment Code**

*Description* – Code describing type of PA request

*Format* – Two character alphanumeric

*Features* – Protected field unless new code is added

*Edits* – 60002 – New Assignment Code is Required!



*To Correct* – Type new assignment code.

*Edit* – 60006 – Assignment Code value can not be deleted!

*To Correct* – Verify typing and re-enter.

*Edit* – 60014 – Assignment Code Already Exists!

*To Correct* – Type new unique assignment code.

**Field Name: Description**

*Description* – Describes the numeric assignment code

*Format* – 20 character alphanumeric

*Features* – None

*Edits* – 60001 – Description is required!

*To Correct* – N/A

**Field Name: Assignment Group**

*Description* – Code describing assignment group of PA request

*Format* – Two character alphanumeric

*Features* – None

*Edits* – 60034 – Please Enter Group Assignment Code!

*To Correct* – Verify typing and re-enter.

*Edit* – 60035 – Not a Valid Assignment Code!

**Field Name: New Assignment Code**

*Description* – Allows the user to inquire about an assignment code

*Format* – Two character alphanumeric

*Features* – None

*Edits* – 91046 – New key is required!

*To Correct* – Verify typing. Enter an assignment code.

*Edit* – 60010 – Assignment code not found!

*To Correct* – Verify typing and re-enter.

## System Information

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_ASSIGN\_EDIT

*Menu* – M\_BASE\_MAINT

*Data Windows* – DW\_PA\_ASSIGN\_EDIT

## System Features

Clicking **New** allows the user to enter a PA Assignment Code.

**Delete** is only active when already existing Assignment Code data is displayed.

**Save** does not allow assignment code information to be saved unless all required information was entered on the window.

Clicking **Exit** allows the user to exit the PA Assignment Code window.

## Section 18: PA Decision Status Selection Window

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### Introduction

The Main Menu allows the user to click **Prior Authorization**. From Prior Authorization, clicking **Table Maintenance** displays six buttons. Clicking **PA Decision Status Selection** opens a File Applications window. This area is fixed and describes the various decision status codes used in prior authorizations.

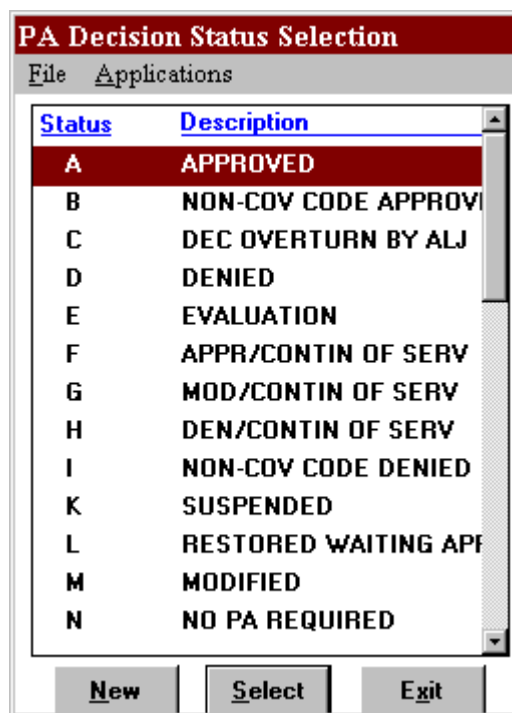


Figure 18.1 – PA Decision Status Selection Window

File	Applications
New	Adhoc Reporting
Select	Claims
Print	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 18.2 – Menu Tree for PA Decision Status Selection Window

Figure 18.2 is an illustration of a menu tree for the PA Decision Status Selection window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options in PA Decision Status Selection window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears.  
Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to select a decision status and exit the PA Decision Status Selection window.

*New* – Opens the PA Decision Status window.

*Select* – Selects the information added to the PA Decision Status Selection window.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA Table Maintenance window.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Applications**

This menu option allows the user to access the areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## **Field Information**

### **Field Name: Status**

*Description* – Alphabetic character indicating the final decision on the PA request

*Format* – One character alphabetic

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

**Field Name: Description**

*Description* – Description of what the alpha code means

*Format* – 20 character alphanumeric. Valid values include:

- A – Approved
- B – Non-covered code, PA authorized
- C – Decision overturned by ALJ
- D – Denied
- E – Evaluation
- F – Approved Continuation of Service
- G – Modified Continuation of Service
- H – Denied Continuation of Service
- I – Non-Covered Code Denied
- K – Suspended
- L – PA restored to previous level waiting outcome of appeal
- M – Modified
- N – No PA required
- O – No PA required for PMP
- P – Pending, pays the same as denied
- Q – Incorrect PMP
- R – Rejected, PA denied for Administrative reason
- S – Dismiss – No Hearing Approved
- T – Dismiss – No Hearing Modified
- U – Dismiss – No Hearing – Denied
- V – Modified through Court
- W – Decision Upheld by ALJ
- X – Modified Through Administrative Review

- Y – Approved through Administrative Review
- Z – Automatic approval after 10 working days

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

## System Information

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_LINE\_ITEM\_STAT\_SELECT

*Menu* – M\_BASE\_LIST\_RETRIEVE

*Data Windows* – DW\_PA\_LINE\_ITEM\_STAT\_SELECT

## System Features

Clicking **New** allows the user to enter a new PA Decision Status and description.

Clicking **Select** allows the user to access to the PA Decision Status Window.

Double clicking the status and description line performs the same function as clicking **Select**.

Clicking **Exit** returns the user to the PA Table Maintenance window.

## Section 19: PA Decision Status Window

### Introduction

The PA Decision Status window can be accessed from the PA Decision Status Selection window by clicking **New**. A new code and its corresponding description can be entered here.

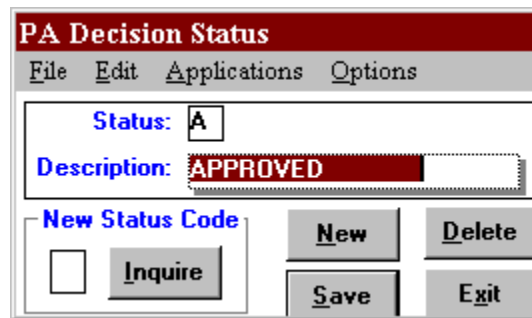


Figure 19.1 – PA Decision Status Window

File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Inquire
Save	Paste	Claims	
Delete	Cut	Financial	
Print		Managed Care	
Exit		MARS	
Audit		Prior Authorization	
Exit IndianaAIM		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 19.2 – Menu Tree for PA Decision Status Window

Figure 19.2 is an illustration of a menu tree for the PA Decision Status window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA Decision Status window.

### Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.



The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears.  
Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to save data or exit the PA Decision Status window.

*New* – Opens the PA Decision Status window.

*Save* – Saves the information added to the PA Decision Status window.

*Delete* – Deletes the Decision Status information entered.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA Decision Status Selection window.

*Audit* – Allows the user to access the on-line audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Applications**

This menu option allows the user to access the areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

### **Menu Selection: Options**

*Inquire* – Allows the user to inquire on the next PA decision status.

## **Field Information**

### **Field Name: Status**

*Description* – Status of PA Request

*Format* – One character alphabetic

*Features* – None

*Edits* – 60030 –Status Code associated with a PA!

*To Correct* – Verify typing and re-enter.

*Edit* – 60031 – New Status Code is required!

*To Correct* – Key in new status code.

*Edit* – 60033 – Status Code already exists!

*To Correct* – Verify typing and re-enter.

### **Field Name: Description**

*Description* – Describes the status of the PA

*Format* – alphabetic

*Features* – Free form

*Edits* – 60001 – Description is Required!

*To Correct* – Key in correct description.

**Field Name: New Status Code**

*Description* – Allows user to inquire on a status code

*Format* – One character alphabetic

*Features* – None

*Edits* – 60032 – Status Code not found!

*To Correct* – Verify typing. Enter an alphabetic status code.

**System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_LINE\_ITEM\_STAT\_EDIT

*Menu* – M\_BASE\_MAINT

*Data Windows* – DW\_PA\_LINE\_ITEM\_STAT\_EDIT

**System Features**

Clicking **New** enables the user to add a new PA Decision Status.

**Delete** is only active when already existing Decision Status data is displayed.

**Save** does not allow Decision Status information to be saved unless all required information was entered on the window.

Clicking **Exit** will allow the user to exit the PA Decision Status window.

## Section 20: PA IAC Code Selection Window

### Introduction

From the **Main Menu** the user clicks **Prior Authorization**. From **Prior Authorization**, clicking **Table Maintenance** displays six buttons. Clicking **IAC Manual** opens the PA IAC Code Selection File Applications window. This area is fixed and describes the various IAC decision codes used in prior authorizations.

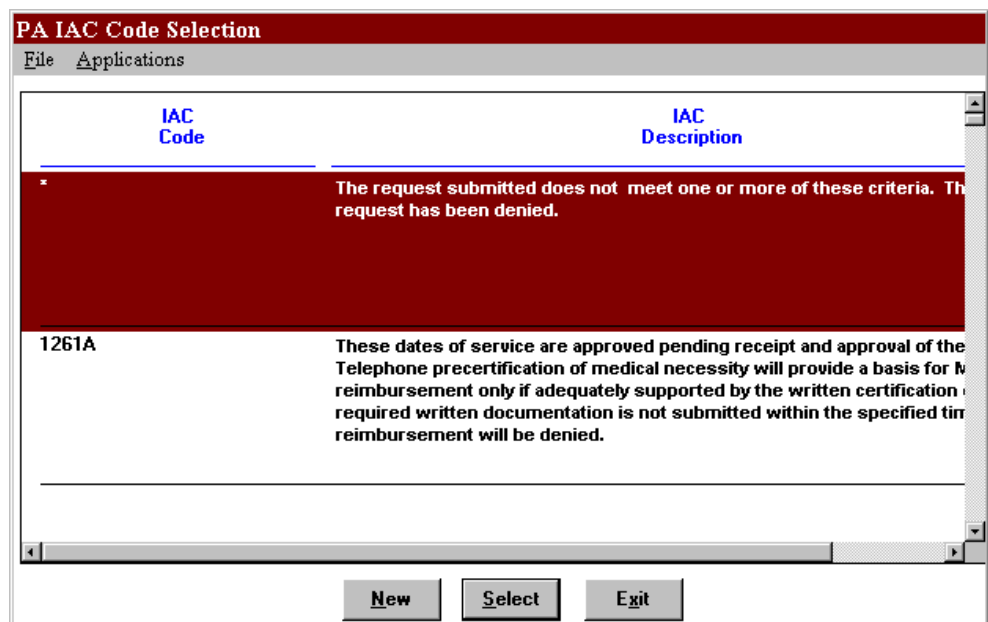


Figure 20.1 – PA IAC Code Selection Window

File	Applications
New	Adhoc Reporting
Select	Claims
Print	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 20.2 – Menu Tree for PA IAC Code Selection Window

Figure 20.2 is an illustration of a menu tree for the PA IAC Code Selection window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options in the PA IAC Code Selection window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to select an IAC Code or exit the PA IAC Code Selection window.

*New* – Opens the PA IAC Code Maintenance window.

*Select* – Opens the PA IAC Code Maintenance window containing the selected information.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA Table Maintenance window.

*Exit IndianaAIM* – Exits IndianaAIM.

### Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## Field Information

### **Field Name: IAC Code**

*Description* – IAC code

*Format* – 25 alphanumeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

### **Field Name: IAC Description**

*Description* – Multiple lines

*Format* – 500 alphanumeric characters

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

## System Information

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_IAC\_CODE\_SELECT

*Menu* – M\_BASE\_LIST\_RETRIEVE

*Data Windows* – DW\_PA\_IAC\_CODE\_SELECT

## System Features

Clicking **New** opens the PA IAC Maintenance window.

Clicking **Select** accesses the PA IAC Maintenance window containing the selected information.

Double clicking the status and description line performs the same function as clicking **Select**.

Clicking **Exit** returns the user to the PA Table Maintenance window

## Section 21: PA IAC Code Maintenance Window

### Introduction

The PA IAC Code Maintenance window can be accessed from the PA IAC Code Selection window by clicking **New**. A new code and its corresponding description can be entered here.

Figure 21.1 – PA IAC Code Maintenance Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 21.2 – Menu Tree for PA IAC Code Maintenance Window

Figure 21.2 is an illustration of a menu tree for the PA IAC Code Maintenance window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA IAC Code Maintenance window.



## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to save data in or exit from the PA IAC Code Maintenance window.

*Save* – Saves the information added to the IAC Code Maintenance window.

*Delete* – Deletes the IAC Code Maintenance information entered.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA IAC Code Selection window.

*Audit* – Allows the user to access the on-line audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.

**Menu Selection: Applications**

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

**Field Information****Field Name: IAC Code**

*Description* – IAC code

*Format* – 25 alphanumeric characters

*Features* – None

*Edits* – 60065 – IAC Code Already Exists!

*To Correct* – Verify typing.

*Edit* – 91037 – IAC Code field is required!

*To Correct* – Enter valid IAC code.

**Field Name: IAC Description**

*Description* – Multiple lines

*Format* – 500 alphanumeric characters

*Features* – None

*Edits* – 8014 – Description required!

*To Correct* – Enter IAC description

**System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_IAC\_CODE\_EDIT

*Menu* – M\_BASE\_MAINT\_SIMPLE

*Data Windows* – DW\_PA\_IAC\_CODE\_EDIT

**System Features**

**Save** does not allow IAC code information to be saved unless all required information has been entered in the window.

Click **Delete** to erase an IAC code record from the database.

Click **Exit** to return to the PA IAC Code Selection window.

## Section 22: PA Media Type Selection Window

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### Introduction

Clicking **Prior Authorization** from the Main Menu opens the Prior Authorization menu. From Prior Authorization, clicking **Table Maintenance** displays the six buttons in the Table Maintenance Menu. Clicking **Media Type** opens the PA Media Type Selection window. This is a fixed area describing the various media types used in prior authorizations.

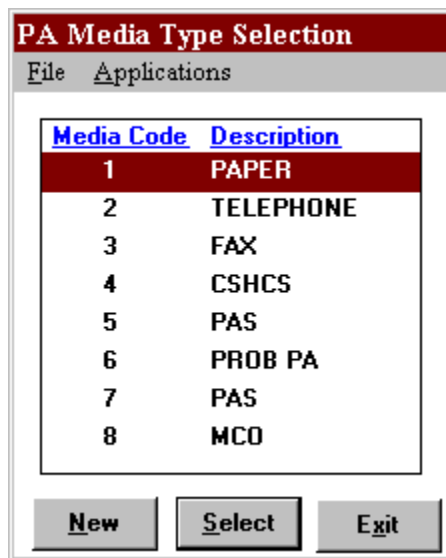


Figure 22.1 – PA Media Type Selection Window

File	Applications
New	Adhoc Reporting
Select	Claims
Print	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 22.2 – Menu Tree for PA Media Type Selection Window

Figure 22.2 is an illustration of a menu tree for the PA Media Type Selection window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA Media Type Selection window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to select a Media Type or exit the PA Media Type Selection window.

*New* – Opens the PA Media Type Selection window.

*Select* – Selects the information added to the PA Media Type Selection window.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA Table Maintenance window.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Applications**

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

## **Field Information**

### **Field Name: Media Type**

*Description* – Code to indicate media type

*Format* – One character numeric

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

### **Field Name: Description**

*Description* – Description of media type

*Format* – Nine character alphanumeric.

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

## **System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_MEDIA\_SELECT

*Menu* – M\_BASE\_LIST\_RETRIEVE

*Data Windows* – DW\_PA\_MEDIA\_SELECT

## **System Features**

Clicking **New** allows the user to enter a new PA media type and description.

Clicking **Select** allows access to the PA Media Type window.

Double clicking the status and description line performs the same function as clicking **Select**.

Clicking **Exit** returns the user to the PA Table Maintenance window.

## Section 23: PA Media Type Window

### Introduction

The PA Decision Status window can be accessed from the PA Media Type Selection window by clicking **New**. A new code and its corresponding description can be entered here.

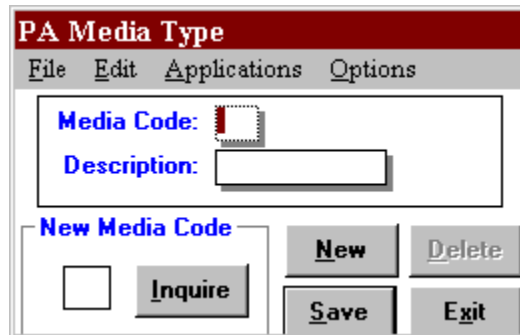


Figure 23.1 – PA Media Type Window

File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Inquire
Save	Paste	Claims	
Delete	Cut	Financial	
Print		Managed Care	
Exit		MARS	
Audit		Prior Authorization	
Exit IndianaAIM		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 23.2 – Menu Tree for PA Media Type Window

Figure 23.2 is an illustration of a menu tree for the PA Media Type window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA Media Type window.



## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to save data or exit the PA Media Type window.

*New* – Opens the PA Media Type window.

*Save* – Saves the information added to the PA Media Type window.

*Delete* – Deletes the Media Type information entered.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA Media Type Selection window.

*Audit* – Allows the user to access the online audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Applications**

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

### **Menu Selection: Options**

*Inquire* – Allows the user to inquire on the next PA media type.

## **Field Information**

### **Field Name: Media Code**

*Description* – Code to indicate media type

*Format* – One character numeric

*Features* – None

*Edits* – 60004 – New Media Type is required!

*To Correct* – Verify typing and re-enter.

*Edit* – 60008 – Media Type associated with a PA!

*To Correct* – Verify typing and re-enter.

*Edit* – 60016 – Media Type Already Exists!

*To Correct* – Verify typing and re-enter.

### **Field Name: Description**

*Description* – Description of media type

*Format* – Nine character alphanumeric

*Features* – None

*Edits* – 60001 – Description is required!

*To Correct* – Type correct description.

### **Field Name: New Media Code**

*Description* – Allows the user to inquire about a media code

*Format* – One character numeric

*Features* – None

*Edits* – 60012 – Media Type not found!

*To Correct* – Verify typing. Enter valid media type.

*Edit* – 91046 – New key is required!

*To Correct* – Enter valid media type.

## **System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_MEDIA\_EDIT

*Menu* – M\_BASE\_MAINT

*Data Windows* – DW\_PA\_MEDIA\_EDIT

## **System Features**

Clicking **New** allows the user to enter a new media type.

**Delete** is only active when already existing Media Type data is displayed.

**Save** does not allow Media Type information to be saved unless all required information was entered on the window.

Clicking **Exit** allows the user to exit the PA Media Type window.

## Section 24: PA Psychiatric Diagnosis Selection Window

### Introduction

This window is located in the PA Table Maintenance Menu under Psychiatric Diagnosis. It contains a listing of all the diagnoses used for reporting. These diagnoses codes are not ICD-9 codes, but rather major categories for psychiatric conditions. For example, a code of 01 indicates the category for Dysthymia.

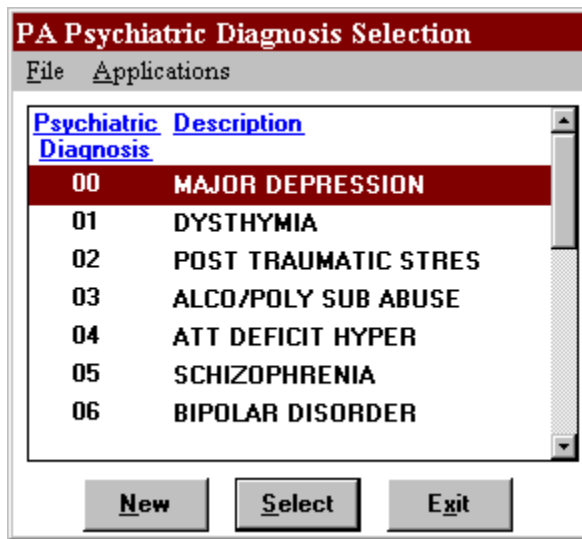


Figure 24.1 – PA Psychiatric Diagnosis Selection

File	Applications
New	Adhoc Reporting
Select	Claims
Print	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 24.2 – Menu Tree for PA Psychiatric Diagnosis Selection Window

Figure 24.2 is an illustration of a menu tree for the PA Psychiatric Diagnosis Selection window. All menus appear in single-line boxes. The menu titles on this illustration reflect the overall menu commands and window options on PA Psychiatric Diagnosis Selection window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### Menu Selection: File

This command allows the user to select data in or exit from the PA Psychiatric Diagnosis Selection window.

*New* – Opens the PA Psychiatric Diagnosis window.

*Select* – Allows the user to select the psychiatric diagnosis.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA Table Maintenance window.

*Exit IndianaAIM* – Exits IndianaAIM.

### Menu Selection: Applications

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allow the user to access the Adhoc Reporting information.

*Claims* – Allow the user to access the Claims history files.

*Managed Care* – Allow the user to access the managed care windows.

*Financial* – Allow the user to access the Financial windows.

*MARS* – Allow the user to access MARS information.

*Prior Authorization* – Allow the user to access the Prior Authorization windows.

*Provider* – Allow the user to access the Provider windows.

*Recipient* – Allow the user to access the Recipient windows.

*Reference* – Allow the user to access the Reference windows.

*Security* – Allow the user to access the Security information.

*SURS* – Allow the user to access the SURS windows.

*Third Party Liability* – Allow the user to access the Third Party Liability windows.

## Field Information

### **Field Name: *Psychiatric Diagnosis***

*Description* – Numeric code assigned to a psychiatric diagnosis

*Format* – Two character numeric

*Features* – Protected. Display only. Vertical scroll bar

*Edits* – None

*To Correct* – N/A

### **Field Name: *Description***

*Description* – Written description of the psychiatric diagnosis

*Format* – 20 alphabetic characters.

*Features* – Protected. Display only

*Edits* – None

*To Correct* – N/A

## System Information

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_PSY\_DIAG\_SELECT

*Menu* – M\_BASE\_LIST\_RETRIEVE

*Data Windows* – DW\_PA\_PSY\_DIAG\_SELECT

## System Features

Clicking **New** allows the user to enter a new PA psychiatric diagnosis and description.

Clicking **Select** populates the PA Psychiatric Diagnosis window with the displayed psychiatric diagnosis and description.

Double clicking on the line of the desired psychiatric diagnosis and description performs the same function as clicking **Select**.

Clicking **Exit** returns the user to the PA Table Maintenance window.

## Section 25: PA Psychiatric Diagnosis Window

### Introduction

This window is designed to add additional psychiatric diagnoses used. These diagnoses codes are not ICD-9 codes, but rather major categories for psychiatric conditions; for example, a code of 01 indicates the category for Dysthymia.

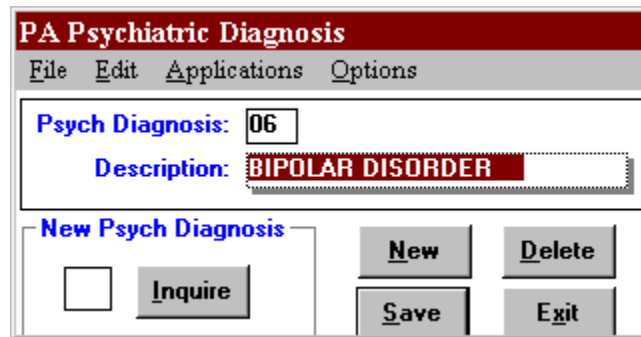


Figure 25.1 – PA Psychiatric Diagnosis Window

File	Edit	Applications	Options
New	Copy	Adhoc Reporting	Inquire
Save	Paste	Claims	
Delete	Cut	Financial	
Print		Managed Care	
Exit		MARS	
Audit		Prior Authorization	
Exit IndianaAIM		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 25.2 – Menu Tree for PA Psychiatric Diagnosis Window

Figure 25.2 is an illustration of a menu tree for the PA Psychiatric Diagnosis window. All menus appear in single-line boxes. The menu titles in this illustration reflect the overall menu commands and window options on PA Psychiatric Diagnosis window.



## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears. Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to save data in or exit from the PA Psychiatric Diagnosis window.

*New* – Opens the PA Psychiatric Diagnosis window

*Save* – Saves the information added to the PA Psychiatric Diagnosis window.

*Delete* – Deletes the psychiatric diagnosis information entered.

*Print* – Allows the user to print the screen, top window or data window.

*Exit* – Returns the user to the PA Psychiatric Diagnosis Selection Window.

*Audit* – Allows the user to access the online audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.

**Menu Selection: Applications**

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Allows the user to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

**Menu Selection: Options**

*Inquire* – Allows the user to inquire on the next PA psychiatric diagnosis.

**Field Information****Field Name: Psych Diagnosis**

*Description* – Psychiatric diagnosis code for report

*Format* – Two character alphanumeric

*Features* – None

*Edits* – 60005 – New Psychiatric Diagnosis code is required!

*To Correct* – Type a new Psychiatric Diagnosis code.

*Edit – 60009* – Psychiatric Diagnosis associated with a PA!

*To Correct* – Verify typing and re-enter.

*Edit – 60013* – Psychiatric Diagnosis not found!

*To Correct* – Verify typing. Enter a valid psychiatric diagnosis code.

*Edit – 60017* – Psychiatric Diagnosis Code Already Exists!

*To Correct* – Type unique number

**Field Name: Description**

*Description* – Description for the psychiatric condition

*Format* – 20 character alphanumeric

*Features* – None

*Edits – 60001* – Description is required!

*To Correct* – Type correct description

**Field Name: New Psych Diagnosis**

*Description* – Allows the user to inquire on a psychiatric diagnosis.

*Format* – Two character alphanumeric

*Features* – None

*Edits – 91046* – New key is required!

*To Correct* – Enter valid media type.

**System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_PSY\_DIAG\_EDIT

*Menu* – M\_BASE\_MAINT

*Data Windows* – DW\_PA\_PSY\_DIAG\_EDIT

## System Features

Clicking **New** allows the user to enter a new psychiatric diagnosis.

**Delete** is only active when an existing psychiatric diagnosis data is displayed.

**Save** does not allow Psychiatric Diagnosis information to be saved unless all required information has been entered in the window.

Clicking **Exit** allows the user to exit the PA Psychiatric Diagnosis window.

## Section 26: Holiday Maintenance Window

### Introduction

This window is located in the PA Table Maintenance Menu under Holiday Maintenance. It is a listing of all the holiday dates and the next business day.



Holiday Date	Next Business Date	Holiday Description
1995/01/16	1995/01/17	MARTIN LUTHER KING DAY
1995/04/14	1995/04/17	GOOD FRIDAY
1995/05/29	1995/05/30	MEMORIAL DAY
1995/07/04	1995/07/05	INDEPENDENCE DAY
1995/09/04	1995/09/05	LABOR DAY
1995/11/23	1995/11/27	THANKSGIVING DAY
1995/12/25	1995/12/27	CHRISTMAS DAY
1996/01/01	1996/01/02	NEW YEAR'S DAY
1996/01/15	1996/01/16	MARTIN LUTHER KING'S DAY
1996/04/05	1996/04/08	GOOD FRIDAY.
1996/05/27	1996/05/28	MEMORIAL DAY.

Figure 26.1 – Holiday Maintenance Window

File	Edit	Applications
Save	Copy	Adhoc Reporting
Delete	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 26.2 – Menu Tree for the Holiday Maintenance Window

Figure 26.2 is an illustration of a menu tree for the Holiday Maintenance window. All menus appear in single-line boxes. The

menu titles on this illustration reflect the overall menu commands and window options on Holiday Maintenance window.

## Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title, and a drop-down box appears.  
Click the command or press **Alt** plus the underscored letter of the desired command.

### **Menu Selection: File**

This command allows the user to save data in or exit from the Holiday Maintenance window.

*Save* – Saves the information entered into the Holiday Maintenance window.

*Delete* – Allows the user to delete a created record in the Holiday Maintenance window.

*Print* – Allows the user to print the screen, top window, or data window.

*Exit* – Returns the user to the PA Table Maintenance window.

*Audit* – Allows the user to access the online audit trail windows.

*Exit IndianaAIM* – Exits IndianaAIM.

### **Menu Selection: Edit**

This menu option allows the user to make modifications to the data entered.

*Copy* – Copies text to another area or application.

*Paste* – Pastes text that was cut or copied from another area.

*Cut* – Deletes the text and places it on the clipboard.

### **Menu Selection: Applications**

This menu option allows the user to access areas in IndianaAIM.

*Adhoc Reporting* – Allows the user to access the Adhoc Reporting information.

*Claims* – Allows the user to access the Claims history files.

*Managed Care* – Allows the user to access the managed care windows.

*Financial* – Allows the user to access the Financial windows.

*MARS* – Click on MARS to access MARS information.

*Prior Authorization* – Allows the user to access the Prior Authorization windows.

*Provider* – Allows the user to access the Provider windows.

*Recipient* – Allows the user to access the Recipient windows.

*Reference* – Allows the user to access the Reference windows.

*Security* – Allows the user to access the Security information.

*SURS* – Allows the user to access the SURS windows.

*Third Party Liability* – Allows the user to access the Third Party Liability windows.

### **Field Information**

#### **Field Name: Holiday Date**

*Description* – Date of the holiday

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91002 – Date must be numeric!

*To Correct* – Verify typing and re-enter.

*Edit* – 60081 – Holiday Date Cannot be Saturday or Sunday!

*To Correct* – Verify entry and retype.

*Edit* – 60097 – Duplicate or OverLapping Dates!

*To Correct* – Verify entry and retype.

*Edit* – 91003 – Date is required!

*To Correct* – Enter a valid date.

*Edit* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing and re-enter.

*Edit* – 91006 – Holiday Date Field is required!

*To Correct* – Enter valid date in Holiday Date field.

**Field Name: Next Business Date**

*Description* – Date of the next business day

*Format* – Eight digit numeric (CCYYMMDD)

*Features* – None

*Edits* – 91002 – Date must be numeric!

*To Correct* – Verify typing and re-enter.

*Edit* – 60080 – Business Date Cannot be Saturday or Sunday!

*To Correct* – Verify entry and retype.

*Edit* – 91006 – Business Date Field is required!

*To Correct* – Enter a valid date.

*Edit* – 91001 – Invalid Date (CCYYMMDD)!

*To Correct* – Verify typing and re-enter.

*Edit* – 60078 – Business Date Must be > Holiday Date!

*To Correct* – Verify entry and retype.

*Edit* – 60079 – Business and Holiday Dates not in Same Year!

*To Correct* – Verify entry and retype.

*Edit* – 60082 – Business and Holiday Dates Must be Within 7 days!



*To Correct* – Verify entry and retype.

### **Field Name: Holiday Description**

*Description* – Written description of holiday date

*Format* – 30 character alphanumeric

*Features* – None

*Edits* – 60085 – Holiday Description Required!

*To Correct* – Enter description of holiday.

*Edit* – 60086 – Duplicate Description!

*To Correct* – Verify typing.

## **System Information**

*PBL* – PAUTH01.PBL

*Window* – W\_PA\_HOLIDAY\_DATES

*Menu* – M\_BASE\_MAINT\_SIMPLE

*Data Windows* – DW\_PA\_HOLIDAY\_DATES

## **System Features**

Clicking **New** allows the user to enter a new holiday date, business date and description.

Clicking **Delete** allows the user to delete a holiday record.

Clicking **Save** does not allow holiday information to be saved unless all required information has been entered in the window.

Clicking **Exit** returns to the PA Table Maintenance Window.

## Glossary

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This glossary defines the universal terms of the Indiana Title XIX program as presented in the Request for Proposals (RFP). The spelling and capitalization is approved by the Office of Medicaid Policy and Planning (OMPP) for use in all documents. Any changes made to the original RFP glossary were made at the request of the OMPP. The terms and definitions in the Indiana Title XIX Common Glossary cannot be changed without contacting the Publications Manager of the Documentation Management Unit who will obtain confirmation and approval from the OMPP. Individual units should include additional terms, as required, in the glossary of their documents.

<b>590 Program</b>	A state of Indiana medical assistance program for institutionalized persons under the jurisdiction of the Department of Corrections, Division of Mental Health, and Department of Health.
<b>ARCH</b>	Aid to Residents in County Homes. A State-funded program that provides medical services to certain residents of county nursing homes.
<b>AVR</b>	Automated voice-response system used by providers to verify recipient eligibility by phone.
<b>AWP</b>	Average wholesale price used for drug pricing.
<b>auto assignment</b>	Indiana <i>AIM</i> process that automatically assigns a managed care recipient to a managed care provider if the recipient does not select a provider within a specified time frame.
<b>BENDEX</b>	Beneficiary Data Exchange. A file containing data from HCFA regarding persons receiving Medicaid benefits from the Social Security Administration.
<b>bill</b>	Refers to a bill for medical services, the submitted claim document, or the electronic media claims (EMC) record. A bill may request payment for one or more performed services.
<b>buy-in</b>	A procedure whereby the State pays a monthly premium to the Social Security Administration on behalf of eligible medical assistance recipients, enrolling them in Medicare Part A or Part B or both programs.

<b>CCF</b>	Claim correction form. A CCF is generated by IndianaAIM and sent to the provider who submitted the claim. The CCF requests the provider to correct selected information and return the CCF with the additional or corrected information.
<b>CCN</b>	Cash control number. A financial control number assigned to identify individual transactions.
<b>CFR</b>	Code of Federal Regulations. Federal regulations that implement and define federal Medicaid law and regulations.
<b>claim</b>	A provider's request for reimbursement of Medicaid-covered services. Claims are submitted to the State's claims processing contractor using standardized claim forms: HCFA-1500, UB-92, ADA Dental Form, and State-approved pharmacy claim forms.
<b>CLIA</b>	Clinical Laboratory Improvement Amendments. A federally mandated set of certification criteria and a data collection monitoring system designed to ensure the proper certification of clinical laboratories.
<b>contract amendment</b>	Any written alteration in the specifications, delivery point, rate of delivery, contract period, price, quantity, or other contract provisions of any existing contract, whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties to the contract. It includes bilateral actions, such as change orders, administrative changes, notices of termination, and notices of the exercise of a contract option.
<b>contractor, contractors, or the contractor</b>	Refers to all successful bidders for the services defined in any contract.
<b>core contractor</b>	The successful bidder on <i>Service Package #1: Claims Processing and Related Services</i> .
<b>core services</b>	Refers to <i>Service Package #1: Claims Processing and Related Services</i> .
<b>county office</b>	County offices of the Division of Family and Children. Offices responsible for determining eligibility for Medicaid using the Indiana Client Eligibility System (ICES).
<b>covered service</b>	Mandatory medical services required by HCFA and optional medical services approved by the State. Enrolled providers are reimbursed for these services provided to eligible Medicaid recipients.

<b>CPAS</b>	Claims Processing Assessment System. An automated claims analysis tool used by the State for contractor quality control reviews.
<b>CRF/DD</b>	Community Residential Facility for the Developmentally Disabled.
<b>CSHCS</b>	Children’s Special Health Care Services. A State-funded program providing assistance to children with chronic health problems. CSHCS recipients do not have to be Medicaid-eligible. If they are also eligible for Medicaid, children can be enrolled in both programs.
<b>CSR</b>	Customer Service Request.
<b>customer</b>	Individuals or entities that receive services or interact with the contractor supporting the Medicaid program, including State staff, recipients, and Medicaid providers (managed care PMPs, managed care organizations, and waiver providers).
<b>designee</b>	A duly authorized representative of a person holding a superior position.
<b>DHHS</b>	U.S. Department of Health and Human Services. DHHS is responsible for the administration of Medicaid at the federal level through the Health Care Financing Administration.
<b>DME</b>	Durable medical equipment. Examples: wheelchairs, hospital beds, and other nondisposable, medically necessary equipment.
<b>DPOC</b>	Data Processing Oversight Commission. Indiana state agency that oversees agency compliance with all State data processing statutes, policies, and procedures.
<b>DRG</b>	Diagnosis-related grouping. Used as the basis for reimbursement of inpatient hospital services.
<b>DSH</b>	Disproportionate share hospital. A category defined by the State identifying hospitals that serve a disproportionately higher number of indigent patients.
<b>DSS</b>	Decision Support System. A data extraction tool used to evaluate Medicaid data, trends, and so forth, for the purpose of making programmatic decisions.
<b>DUR</b>	Drug Utilization Review. A federally mandated, Medicaid-specific prospective and retrospective drug utilization review system and all related services, equipment, and activities necessary to meet all applicable federal DUR requirements.

<b>EAC</b>	Estimated acquisition cost of drugs. Federal pricing requirements for drugs.
<b>ECC</b>	Electronic claims capture. Refers to the direct transmission of electronic claims over phone lines to IndianaAIM. ECC uses point-of-sale devices and PCs for eligibility verification, claims capture, application of Pro-DUR, prepayment editing, and response to and acceptance of claims submitted on-line. Also known as ECS and EMC.
<b>ECS</b>	Electronic claims submittal. Claims submitted in electronic format rather than paper. See <b>ECC</b> , <b>EMC</b> .
<b>EDP</b>	Electronic data processing.
<b>EFT</b>	Electronic funds transfer. Paying providers for approved claims via electronic transfer of funds from the State directly to the provider's account.
<b>EMC</b>	Electronic media claims. Claims submitted in electronic format rather than paper. See <b>ECC</b> , <b>ECS</b> .
<b>EOB</b>	Explanation of benefits. An explanation of claim denial or reduced payment included on the provider's remittance advice.
<b>EOMB</b>	Explanation of Medicare benefits. A form provided by IndianaAIM and sent to recipients. The EOMB details the payment or denial of claims submitted by providers for services provided to recipients.
<b>EOP</b>	Explanation of payment. Describes the reimbursement activity on the provider's remittance advice (RA).
<b>EPSDT</b>	Early and Periodic Screening, Diagnosis, and Treatment program. Known as HealthWatch in Indiana, EPSDT is a program for Medicaid-eligible recipients under the age of 21 offering free preventive health care services, such as: screenings, well-child visits, and immunizations. If medical problems are discovered, the recipient is referred for further treatment.
<b>EVS</b>	Eligibility Verification System. A system used by providers to verify recipient eligibility using a point-of-sale device, on-line PC access, or an automated voice response system.
<b>FEIN</b>	Federal employer identification number. A number assigned to businesses by the federal government.

<b>FFP</b>	Federal financial participation. The federal government reimburses the State for a portion of the Medicaid administrative costs and expenditures for covered medical services.
<b>FIPS</b>	Federal information processing standards.
<b>fiscal year - Indiana</b>	July 1 - June 30.
<b>fiscal year - federal</b>	October 1 - September 30.
<b>FSSA</b>	Family and Social Services Administration. The Office of Medicaid Policy and Planning (OMPP) is a part of FSSA. FSSA is an umbrella agency responsible for administering most Indiana public assistance programs. However, the OMPP is designated as the single State agency responsible for administering the Indiana Medicaid program.
<b>HCBS</b>	Home- and Community-Based Services waiver programs. A federal category of Medicaid services, established by Section 2176 of the Social Security Act. HCBS includes: adult day care, respite care, homemaker services, training in activities of daily living skills, and other services that are not normally covered by Medicaid. Services are provided to disabled and aged recipients to allow them to live in the community and avoid being placed in an institution.
<b>HCFA</b>	Health Care Financing Administration. The federal agency in the Department of Health and Human Services that oversees the Medicaid and Medicare programs.
<b>HCFA-1500</b>	HCFA-approved standardized claim form used to bill professional services.
<b>HCI</b>	Hospital Care for the Indigent. A program that pays for emergency hospital care for needy persons who are not covered under any other medical assistance program.
<b>HCPCS</b>	HCFA Common Procedure Coding System. A uniform health care procedural coding system approved for use by HCFA. HCPCS includes all subsequent editions and revisions.
<b>HealthWatch</b>	Indiana's preventive care program for Medicaid recipients under 21 years of age. Also known as EPSDT.
<b>HIC</b>	Health insurance carrier number.
<b>HIO</b>	Health insuring organization.

<b>HMO</b>	Health maintenance organization.
<b>Hoosier Healthwise</b>	Indiana Medicaid managed-care program. Hoosier Healthwise has three components including Primary Care Case Management (PCCM), Risk-Based Managed Care (RBMC), and Managed Care for Persons with Disabilities (MCPD).
<b>HRI</b>	Health-related items.
<b>ICD-9-CM</b>	International Classification of Diseases, 9th Revision, Clinical Modification. ICD-9-CM codes are standardized diagnosis codes used on claims submitted by providers.
<b>ICES</b>	Indiana Client Eligibility System. Caseworkers in the county offices of the Division of Family and Children use this system to help determine applicants' eligibility for medical assistance, food stamps, and Temporary Assistance for Needy Families (TANF).
<b>ICF/MR</b>	Intermediate care facility for the mentally retarded. An ICF/MR provides residential care treatment for Medicaid-eligible, mentally retarded individuals.
<b>ICN</b>	Internal control number. Number assigned to claims, attachments, or adjustments received in the fiscal agent contractor's mailroom.
<b>IDOA</b>	Indiana Department of Administration. Conducts State financial operations including: purchasing, financial management, claims management, quality assurance, payroll for State staff, institutional finance, and general services such as leasing and human resources.
<b>IMD</b>	Institutions for mental disease.
<b>IndianaAIM</b>	Indiana Advanced Information Management system. The State's current Medicaid Management Information System (MMIS).
<b>IOC</b>	Inspection of care. A core contract function reviewing the care of residents in psychiatric hospitals and ICFs/MR. The review process serves as a mechanism to ensure the health and welfare of institutionalized residents.
<b>ISMA</b>	Indiana State Medical Association.
<b>ITF</b>	Integrated test facility. A copy of the production version of IndianaAIM used for testing any maintenance and modifications before implementing changes in the production system.
<b>JCL</b>	Job control language.

<b>LAN</b>	Local area network.
<b>LOC</b>	Level-of-care. Medical LOC review determinations are rendered by OMPP staff for purposes of determining nursing home reimbursement.
<b>lock-in</b>	Restriction of a recipient to particular providers, determined as necessary by the State.
<b>LTC</b>	Long-term care. Used to describe facilities that supply long-term residential care to recipients.
<b>MAC</b>	Maximum allowable charge for drugs as specified by the federal government.
<b>MARS</b>	Management and Administrative Reporting Subsystem. A federally mandated comprehensive reporting module of IndianaAIM that includes data and reports as specified by federal requirements.
<b>MCO</b>	Managed care organization.
<b>MCPD</b>	Managed Care for Persons with Disabilities is one of three delivery systems in the Hoosier Healthwise managed care program. In MCPD, a managed care organization is reimbursed on a per capita basis per month to manage the member's health care. This delivery system serves people identified as disabled under the Indiana Medicaid definition.
<b>MEQC</b>	Medicaid eligibility quality control.
<b>MMIS</b>	Medicaid Management Information System. Indiana's current MMIS is referred to as IndianaAIM.
<b>Medicaid fiscal agent</b>	Contractor that provides the full range of services supporting the business functions included in the core and non-core service packages.
<b>medical policy contractor</b>	Successful bidder on <i>Service Package #2: Medical Policy and Review Services</i> .
<b>NCPDP</b>	National Council for Prescription Drug Programs.
<b>NDC</b>	National Drug Code. A generally accepted system for the identification of prescription and non-prescription drugs available in the United States. NDC includes all subsequent editions, revisions, additions, and periodic updates.



<b>NECS</b>	National Electronic Claims Submission is the proprietary software developed by EDS. NECS is installed on a provider's PCs and used to submit claims electronically. The software allows providers access to on-line, real-time eligibility information.
<b>non-core services</b>	Refers to <i>Service Packages #2 and #3</i> .
<b>non-core contractors</b>	Refers to the Medical Policy Contractor and the TPL/Drug Rebate Contractor.
<b>NPIN</b>	National provider identification number.
<b>OMNI</b>	A point-of-sale device used by providers to scan recipient ID cards to determine eligibility.
<b>OMPP</b>	Office of Medicaid Policy and Planning.
<b>PA</b>	Prior authorization. Some designated Medicaid services require providers to request approval of certain types or amounts of services from the State before providing those services. The Medical Services Contractor and/or State medical consultants review PAs for medical necessity, reasonableness, and other criteria.
<b>PASRR</b>	Pre-Admission Screening and Resident Review. A set of federally required long-term care resident screening and evaluation services, payable by the Medicaid program, and authorized by the Omnibus Budget and Reconciliation Act of 1987.
<b>PCCM</b>	Primary care case management. One of three delivery systems within the Hoosier Healthwise managed care program. Providers in PCCM are reimbursed on a fee-for-service basis. Recipients are assigned to a primary medical provider (PMP) or group that is responsible for managing the care of the recipient and providing all primary care and authorizing specialty care for the recipient—24 hours a day, seven days a week.
<b>PMP</b>	Primary medical provider. A physician who approves and manages the care and medical services provided to Medicaid recipients assigned to the PMP's care.
<b>POS</b>	Place of service or point of sale, depending on the context.
<b>PPO</b>	Preferred provider organization.
<b>PRO</b>	Peer review organization.

<b>Pro-DUR</b>	Prospective Drug Utilization Review. The federally mandated, Medicaid-specific prospective drug utilization review system and all related services and activities necessary to meet all federal Pro-DUR requirements and all DUR requirements.
<b>QDWI</b>	Qualified disabled working individual. A federal category of Medicaid eligibility for disabled individuals whose incomes are less than 200 percent of the federal poverty level. Medicaid benefits cover payment of the Medicare Part A premium only.
<b>QMB</b>	Qualified Medicare beneficiary. A federal category of Medicaid eligibility for aged, blind, or disabled individuals entitled to Medicare Part A whose incomes are less than 100 percent of the federal poverty level and assets less than twice the SSI asset limit. Medicaid benefits include payment of Medicare premiums, coinsurance, and deductibles only.
<b>RA</b>	Remittance advice. A summary of payments produced by IndianaAIM explaining the provider reimbursement. RAs are sent to providers along with checks or EFT records.
<b>RBMC</b>	Risk-based managed care. One of three delivery systems in the Hoosier Healthwise managed care program. In RBMC, a managed care organization is reimbursed on a per capita basis per month to manage the member's health care. The delivery system serves TANF recipients, pregnant women, and children.
<b>RBRVS</b>	Resource-based relative value scale. A reimbursement method used to calculate payment for physician, dentists, and other practitioners.
<b>RFI</b>	Request for Information.
<b>RFP</b>	Request for Proposals.
<b>SDX</b>	State Data Exchange System. The Social Security Administration's method of transferring SSA entitlement information to the State.
<b>shadow claims</b>	Reports of individual patient encounters with a managed care organization's (MCO's) health care delivery system. Although MCOs are reimbursed on a per capita basis, these claims from MCOs contain fee-for-service equivalent detail regarding procedures, diagnoses, place of service, billed amounts, and the rendering or billing providers.

<b>SLMB</b>	Specified low-income Medicare beneficiary. A federal category defining Medicaid eligibility for aged, blind, or disabled individuals with incomes between 100 percent and 120 percent of the federal poverty level and assets less than twice the SSI asset level. Medicaid benefits include payment of the Medicare Part B premium only.
<b>SPR</b>	System performance review.
<b>SSA</b>	Social Security Administration of the federal government.
<b>SSI</b>	Supplementary Security Income. A federal supplemental security program providing cash assistance to low-income aged, blind, and disabled persons.
<b>specialty vendors</b>	Provide support to Medicaid business functions but the vendors are not currently Medicaid fiscal agents.
<b>State</b>	Spelled as shown, State refers to the State of Indiana and any of its departments or agencies.
<b>subcontractor</b>	Any person or firm undertaking a part of the work defined under the terms of a contract, by virtue of an agreement with the prime contractor. Before the subcontractor begins, the prime contractor must receive the written consent and approval of the State.
<b>SUR</b>	<p>Surveillance and Utilization Review. Refers to system functions and activities mandated by the Health Care Financing Administration (HCFA) that are necessary to maintain complete and continuous compliance with HCFA regulatory requirements for SUR including the following SPR requirements:</p> <ol style="list-style-type: none"> <li>3. statistical analysis</li> <li>4. exception processing</li> <li>5. provider and recipient profiles</li> <li>6. retrospective detection of claims processing edit/audit failures/errors</li> <li>7. retrospective detection of payments and/or utilization inconsistent with State or federal program policies and/or medical necessity standards</li> <li>8. retrospective detection of fraud and abuse by providers or recipients</li> <li>9. sophisticated data and claim analysis including sampling and reporting</li> <li>10. general access and processing features</li> <li>11. general reports and output</li> </ol>

<b>systems analyst/engineer</b>	Responsible for performing the following activities: 12. Detailed system/program design 13. System/program development 14. Maintenance and modification analysis/resolution 15. User needs analysis 16. User training support 17. Development of personal Medicaid program knowledge
<b>TANF</b>	Temporary Assistance for Needy Families. A replacement program for Aid to Families with Dependent Children.
<b>TPL</b>	Third Party Liability.
<b>TPL/Drug Rebate Services</b>	Refers to <i>Service Package #3: Third-Party Liability and Drug Rebate Services</i> .
<b>UB-92</b>	Standard claim form used to bill hospital inpatient and outpatient, nursing facility, intermediate care facility for the mentally retarded (ICF/MR), and hospice services.
<b>UCC</b>	Usual and customary charge.
<b>UPC</b>	Universal product code. Codes contained on the first data bank tape update and/or applied to products such as drugs and other pharmaceutical products.
<b>UPIN</b>	Universal provider identification number.
<b>VFC</b>	Vaccines for Children program.
<b>WAN</b>	Wide area network.
<b>WIC</b>	Women, Infants, and Children program. A federal program administered by the Indiana Department of Health that provides nutritional supplements to low-income pregnant or breast-feeding women, and to infants and children under 5 years of age.

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